



# FUNDING GUIDELINES:

National Call for Proposals 2015

Settlement, Resettlement Assistance and  
Inter-Action (Multiculturalism) Programs

Deadline for submitting applications:  
August 10, 2015, 11:59:59 p.m. EDT



Citizenship and  
Immigration Canada

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# Funding Guidelines

## Foreword

Citizenship and Immigration Canada (CIC) administers three major funding programs: Settlement, Resettlement Assistance and Inter-Action (Multiculturalism). Through these programs, CIC works with many partners to deliver services to newcomers to Canada, as well as respond to the needs of new and established Canadians. The Department is continually working to modernize and improve services and, ultimately, improve outcomes for its clients. To this end, CIC is inviting applications through this **National Call for Proposals 2015 (National CFP 2015)** from interested and eligible applicants for projects under the following programs:

- Settlement Program
- Resettlement Assistance Program
- Inter-Action (Multiculturalism) Program—Projects Stream

Note: CIC is not inviting applications for projects addressing (i) pre-arrival (international or overseas) settlement services and (ii) Inter-Action (Multiculturalism) events under the Events Stream and regional projects under the Projects Stream.

**Applications will be accepted electronically at [www.cic.gc.ca/CFP](http://www.cic.gc.ca/CFP) until no later than 11:59:59 p.m. EDT on August 10, 2015.** There will be no extension to the closing date. CIC will not accept hard copies of your application; you must submit it electronically.

These *Funding Guidelines* are the primary reference tool for applicants. They describe the Funding Priorities relevant to each program under this CFP as well as the process and requirements for submitting an application. Other supporting materials, such as *Frequently Asked Questions* and an *Online Application Tutorial*, are available at [www.cic.gc.ca/CFP](http://www.cic.gc.ca/CFP).

CIC staff will not assist applicants in developing proposals. However, for answers to questions or for clarifications, contact CIC at [CFP@cic.gc.ca](mailto:CFP@cic.gc.ca). While CIC will make every effort to respond to each inquiry in a timely fashion, a response cannot be guaranteed to questions received after **August 6, 2015**.





# Funding Guidelines

## 1. Submitting Your Application

Follow the instructions below to submit your application electronically at [www.cic.gc.ca/CFP](http://www.cic.gc.ca/CFP) until 11:59:59 p.m. EDT on August 10, 2015. Remember that we will not accept applications submitted any other way.

### 1.1 How to Apply

There are three main steps to complete before submitting your application.

#### Step 1: Review reference materials

The following reference materials provide you with information about the funding process as well as the technical instructions on how to submit your application. They are found at [www.cic.gc.ca/CFP](http://www.cic.gc.ca/CFP) and include the following:

- *Funding Guidelines*: provides information about available funding, Program priorities and assessment criteria;
- *Questions and Answers*: a list of frequently asked questions and answers about the National CFP 2015 process, as well as the overall program information; they are updated on a regular basis while the CFP is open;
- *Online Application Tutorial*: provides tips on how to properly fill out the online application form, section-by-section.

Make sure you thoroughly review the above reference materials.

#### Step 2: Create an account

Applications for the National CFP 2015 must be submitted through the Citizenship and Immigration Canada (CIC) online portal. First, you need to register and create your account and then you will be able to access and complete your online CFP application at your own pace. You only need to register once, regardless of the number of applications you are submitting.

If you have not done so already, go to [www.cic.gc.ca/CFP](http://www.cic.gc.ca/CFP), click “Apply” and then click “create an account” to get started.

# Funding Guidelines

## Step 3: Complete an application

Now that you have reviewed all reference materials and created your CIC online portal account, you are ready to begin your application.

Return to [www.cic.gc.ca/CFP](http://www.cic.gc.ca/CFP) and click “Apply” to access CIC’s online application form. Using your user name and password, you can login and follow the instructions to create a new application or view and modify your existing information.

Each part of the National CFP 2015 online application must be complete before you can submit. The parts are:

- information about your project (which contains seven sections: Summary, Rationale, Activities, Outreach and Outcomes, Capacity, Evaluation and Budget);
- mandatory documents (Section 1.2);
- application contacts (choose who will receive notifications about the application after it has been submitted); and
- executive declaration (to be completed by the Executive Director (or equivalent) to confirm the validity of the information within the application).

Applications can address more than one Program Theme. However, separate applications are required when:

- themes and activities of the proposal span more than one Program;
- the scope of the proposal is both national and regional in nature; and
- the breadth of activities and related outcomes are too divergent to explain clearly and logically in one submission.



# Funding Guidelines

## 1.2 Mandatory Documents

To submit, you will be asked in the online application to attach mandatory documents specific to the type of applicant listed below.

Note: Be sure to attach the correct files in your online application. If the files you submit are not the requested mandatory documents, the application will be considered as incomplete and there will be no follow-up to obtain missing information or documents.

- Public institutions (such as a school board) and any non-federal levels of government:
  - o letter of support from each financial partner
- Other organizations:
  - o most recent Annual Report;
  - o full financial statements including comparative information for the last two fiscal years (audited preferred)<sup>1</sup>;
  - o names of persons on your board of directors; and
  - o at least one of the following: Constitution, By-law, Letter of Incorporation or similar instrument of governance;
  - o letter of support from each financial partner.
- Individuals:
  - o your curriculum vitae; and
  - o your proof of Canadian citizenship or permanent resident status;
  - o letter of support from each financial partner.

Although it is not required, you may also wish to attach supporting documents to provide additional relevant information about your project or organization.

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<sup>1</sup> If comparative information for two fiscal years is not included in the financial statement, provide full financial statements for the last two fiscal periods.



# Funding Guidelines

## 2. Funding Requirements

The National CFP 2015 is making funding available under the Settlement, Resettlement Assistance and Inter-Action (Multiculturalism) Programs for projects that address the priorities listed in Sections 2.1, 2.2 and 2.3 of these Funding Guidelines. Projects can be regional<sup>2</sup> or national<sup>3</sup> in scope, except under the Inter-Action (Multiculturalism) Program where only national projects under the Projects Stream will be accepted. Projects can cover a maximum of three years, starting no earlier than April 1, 2016, and ending no later than March 31, 2019.

Citizenship and Immigration Canada (CIC) is under no obligation to fund any proposal submitted through this CFP or to fund the entire scope or duration of a proposed project. If a project is selected for possible funding, CIC will notify the applicant in writing that the proposal has been *approved-in-principle*. Applicants must not assume that their proposal has been *approved-in-principle* until specifically notified by CIC.

The amount of funding and scope of activities that will be supported by CIC will be contingent on the satisfactory negotiation of a contribution agreement (CA). Any expenditure incurred prior to the signing of the CA by CIC or prior to CIC's approved project start date, or any costs related to the preparation of a proposal, will not be reimbursed.

*Note: Successful applicants will be required to comply with Canadian privacy laws such as the applicable federal provincial/territorial privacy and access to information legislation and/or Personal Information Protection and Electronic Documents Act. Applicants will also need to adhere to all physical and electronic security requirements as stipulated in a signed CA. See the questions and answers section at [www.cic.gc.ca/CFP](http://www.cic.gc.ca/CFP) for a list of security requirements.*

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<sup>2</sup> Projects that are regional in scope address needs and include activities from only one CIC Region. CIC Regions are defined as:

- Western Region (British Columbia, Alberta, Saskatchewan, Manitoba, Yukon, Northwest Territories and Nunavut)
- Ontario Region (Ontario)
- Eastern Region (Quebec\*, New Brunswick, Newfoundland and Labrador, Nova Scotia and Prince Edward Island)

\* Under the Canada-Quebec Accord, Quebec is responsible for the delivery of resettlement and settlement services in this province.

<sup>3</sup> Projects that are national in scope address needs and include activities that have relevance to more than one CIC Region. Prospective applicants from anywhere in the country (including Quebec) are eligible for consideration of a National project under this CFP as long as their project is not Quebec specific.



# Funding Guidelines

## 2.1 Settlement Program

The Settlement Program focuses on the successful integration of newcomers into society and the promotion of Canadian citizenship (Annex A: Settlement Program—Logic Model). CIC is inviting eligible applicants (Section 2.1.1) to submit their applications for Settlement Program funding for projects that address the themes and priorities listed in Section 2.1.4 to help ensure the delivery and provision of a comparable set of core settlement services for immigrants, including refugees to Canada, and to develop innovative ways to improve such delivery.

As part of a broader commitment to Francophone Minority Communities (FMC), CIC continues to provide and improve services in French for French-speaking immigrants. FMC settlement services will help ensure better settlement and integration outcomes for French-speaking immigrants in FMC. This, in turn, will allow French-speaking immigrants to contribute to the vitality of FMC and to the economic, social and cultural development needs of Canada.

CIC will allocate a minimum of 90% of Settlement Program funding (from the overall settlement budget) to support direct<sup>4</sup> services to newcomers. A **maximum of 10%** of the available Settlement Program funding envelope will be allocated to indirect<sup>5</sup> services, i.e., not involving a direct interaction or service to eligible newcomer clients.

To receive Settlement Program funding, projects must:

- target the Settlement Program's eligible clients (Section 2.1.2);
- include project activities eligible for Settlement Program funding (Section 2.1.3);
- align with at least one Settlement Program Theme (Section 2.1.4); and
- align with at least one Immediate Program Outcome and at least one Intermediate Program Outcome (Section 2.1.5).

<sup>4</sup> **Direct Services:** projects or services that involve a direct interaction (generally, in person or face-to-face) with an eligible newcomer client; for example, language instruction classes, job search workshops, orientation sessions, online training, etc. Direct services may also extend to activities having an immediate impact on services to newcomers, such as the provision of training for teachers or volunteers who deliver direct settlement services to newcomers. Costs associated with administrative expenditures and support services required to deliver services to newcomers are eligible costs under direct services projects.

<sup>5</sup> **Indirect Services:** these include projects aimed at coordinating settlement service delivery in a community (for example Local Immigration Partnerships), those developing new and innovative interventions, updating training content, conducting research, creating new tools as well as curricula, etc.

# Funding Guidelines

## 2.1.1 Settlement Program—Eligible Applicants

The following applicants are eligible to receive CIC settlement funding:

- Businesses;
- Canadian not-for-profit organizations<sup>6</sup>;
- Educational and other public institutions<sup>7</sup>;
- Individuals;
- International organizations;
- Provincial, territorial, municipal or regional governments.

Note: For CAs with international organizations and provincial governments, the approval of an order-in-council will be required.

## 2.1.2 Settlement Program—Eligible Clients

CIC settlement funding is intended to support the delivery of services to the following clients:

- Permanent residents of Canada;
- Protected persons as defined in section 95 of the *Immigration and Refugee Protection Act*;
- Individuals who have been selected, inside or outside Canada, to become permanent residents (pending verifications) and who have been informed by a letter from CIC;
- Convention refugees and protected persons outside Canada who have been selected for resettlement to Canada by CIC; and
- Temporary foreign workers who hold or received approval of a work permit under section 112 of the *Immigration and Refugee Protection Regulations* (IRPR), or received initial approval for permanent residence under section 113 of the IRPR;

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<sup>6</sup> Includes non-governmental organizations, non-profit corporations, community groups, umbrella organizations, and regulatory bodies and apprenticeship authorities.

<sup>7</sup> Must be recognized and licensed to operate under provincial or territorial statute. Institutions include: public community colleges, vocational schools, public degree-granting universities and colleges, school boards, districts, divisions as well as their elementary and secondary institutions, chambers of commerce, law enforcement, hospitals and other health-care institutions.



# Funding Guidelines

## *Notes:*

- Eligible persons include both the principal applicant and eligible dependants (spouse and children);
- To access language training, persons must be of legal age to leave school within their applicable province/territory;
- Canadian citizens and non-permanent residents are not eligible persons. However, the Settlement Program provides opportunities for citizens and other residents of Canada to participate in settlement services to clients as volunteers.

## **2.1.3 Settlement Program—Eligible Activities**

The Settlement Program can fund the following activities:

### Direct Services

- Needs assessment and referrals: needs assessments and reassessments, development of personalized settlement plans, referrals to CIC-funded settlement services and services that are not funded by CIC, such as mental health facilities and shelters for abused women;
- Information and orientation: port of entry services, dissemination of information products (electronic and print), orientation sessions, promotion and outreach, individual and family consultations or counselling, information referral;
- Language training: language assessment such as placement testing and referrals, formal language training classes, informal language learning sessions;
- Employment-related: e.g. employment bridging initiatives, employment-related mentoring and networking, employment and credential assessment counselling, skills development and training;
- Community connections: community activities, services connecting clients to public institutions and their communities, cross-cultural activities, mentoring and networking;
- Support services that enable clients to access services: child care, translation and interpretation services, crisis counselling, transportation assistance, provisions for disabilities.

### Indirect Services

- Development and sharing of materials, tools and best practices;
- Development of pilot/demonstration projects for service delivery innovation;
- Development, management and dissemination of service provider training content, standards and curricula to ensure comparable newcomer outcomes in all regions;
- Community partnerships for local planning and coordination;

# Funding Guidelines

- Support to local communities and employers to assist them in accessing foreign-trained newcomers;
- Support to facilitate the credential assessment process for internationally trained individuals through projects with regulatory bodies, apprenticeship authorities and/or related partners, organizations or partnerships;
- Applied research on unmet needs and best practices regarding settlement services.

## 2.1.4 Settlement Program—Themes and Priorities

CIC's goal is to ensure the delivery of a core set of comparable settlement services for immigrants, including refugees across the country (outside Quebec) as described below under each Settlement Program Theme. In the funding application form, you will be asked to explain how your proposal addresses at least one of these themes and related settlement services. CIC will make settlement funding a priority for these services as well as for projects that address one or more of the regional or national priorities before giving consideration to other proposed activities. Finally, CIC will prioritize proposals that demonstrate the ability to deliver services in both official languages.

For more information on Settlement Program descriptions and standards, refer to Annex B: Settlement Program—Description and Standards.

### 2.1.4.1 Program Themes

**Needs assessment and referral** services that provide formal identification of clients' needs and connect them and their family to available supports. Favourable consideration will be given to such services delivered in conjunction with other program components:

- Formal assessment of needs across a broad spectrum of settlement, integration, language and foreign credential recognition areas, and referrals to available CIC-funded services, community services and specialized organizations.
- When multiple and intersecting needs are identified, the needs assessment process should result in the development of personalized settlement plans to refer and guide newcomers along their settlement pathway.

**Information and orientation** services that help newcomers settle in their community and integrate into Canadian society:

- Delivery of standardized orientation sessions, including on financial literacy, based on national curriculum guidelines with an emphasis on online delivery;



## Funding Guidelines

- National standardized orientation sessions complemented by relevant provincial/territorial/ local orientation across regionally coordinated delivery networks;
- National and/or regional level settlement information, which includes financial literacy, disseminated through different approaches including online, print, in person (e.g., port of entry services, counselling/consultation), orientation sessions (for individuals, families or groups), as well as through information referrals;
- Local settlement information in areas/communities with a significant newcomer population;
- Promotion and outreach to increase accessibility, knowledge and uptake of settlement services especially those that are cost effective, complementary and coordinated at the community level or issue-based.

**Language training and skills development** services (whether in person, online or a blend of both) that help newcomers attain the English or French proficiency they need to function and participate in all aspects of Canadian society and the economy. Where possible, language **assessment** and language training services **should be streamlined and co-located** with other settlement services. However language assessment services and language training services should be **separately managed** except under exceptional circumstances (such as remote locations or rural areas) where limited expertise and capacity exist. These services include:

- Language placement assessments and referrals to training;
- Language training targeted at supporting newcomer engagement in basic social interactions and acquisition of Canadian citizenship (from literacy to Canadian Language Benchmark [CLB] 4 / *Niveau de compétence linguistique* Canada [NCLC] 4);
- Language training and skills resources that support labour market entry, including occupation or job specific language training, in or for the workplace, and enhanced language training where need warrants at basic, intermediate and advanced CLB/NCLC levels.

**Employment-related** services that equip clients with employment-related skills and supports to access the Canadian labour market:

- Interventions targeted at entering and retaining employment, including job-seeking skills (e.g., résumé building, interview skills, networking skills) and soft employment skills (e.g., Canadian workplace culture, interpersonal skills);
- Non-technical/non-academic skills enhancement and adaptation to increase employability in the intended area of employment, including essential skills training and preparation for credential recognition and/or licensure;
- Opportunities to acquire Canadian work experience in regulated or unregulated occupations (e.g., work placements, paid or unpaid internships, volunteering, mentoring);

# Funding Guidelines

- Opportunities for newcomers to connect and network with professionals and employers in their field (e.g., job fairs, occupation-specific mentoring, coaching, job banks, job matching);
- Interventions designed to address the specific employment-related needs of low-skilled newcomers, including refugees, to support labour market attachment and job retention;
- Interventions to support exploration of career pathways, including alternative careers to regulated professions.

**Community connections** services that increase engagement of newcomers in their local communities and build connections with community members, public institutions, employers and community organizations:

- Interventions designed to connect the Canadian entrepreneurial and investor communities with immigrants interested in establishing new businesses in Canada or transferring existing companies to Canada;
- Settlement supports in schools, libraries and other community locations that facilitate bridging to and from other services in the community;
- One-on-one and group mentoring with established immigrants and/or long-time Canadians, including workshops and discussion forums, networking, homework clubs and after school programs, youth leadership and peer support projects;
- Informal approaches to language learning, including conversation circles;
- Community activities that encourage connections with the community and other newcomers, including connections to public institutions, historical/cultural sites and cross-cultural recreational activities.

**Support services** offered in tandem with one or more core program components, which reduce barriers to access and enable participation of newcomers in settlement services:

- Care for Newcomer Children (CNC) or licensed child care options, including long-term child care (supporting ongoing programming such as language training) and short-term child care (supporting occasional activities such as group orientations and individual appointments);
- Translation and interpretation services, transportation support, temporary (short term) crisis counselling and provisions for addressing mobility limitations and disabilities.



## Funding Guidelines

(Indirect) **Opportunities and resources that assist communities, employers, public organizations/institutions and other levels of government** to engage in settlement and integration, foster connections with newcomers and encourage the participation of immigrants in Canadian society and economy:

- Services that help Canadian employers access and leverage international skills and work experience of immigrants while overcoming hiring and retention challenges (e.g., diversity training to sensitize employers to the business benefits of a diverse work force, tools to evaluate international work experience);
- Community partnerships such as Local Immigration Partnerships (LIPs), *Réseaux en immigration francophone* (RIF) and Immigrant Employment Councils that foster more welcoming communities and workplaces by enhancing cross-sector engagement, coordination and planning at the local/regional level;
- Create partnerships and mobilize support across Canada (e.g., engagement of Ministries of Education, local boards of education, other community organizations) to promote citizenship awareness and preparation for newcomers with a focus on those who may have difficulty passing the knowledge component of the citizenship test;
- Training, resources and other activities that support public institutions, the private sector and community organizations as they seek to foster welcoming communities and workplaces.

(Indirect) Supports and tools to ensure that the settlement sector provides **consistent, innovative and coordinated services**:

- National, regional or service-specific associations and representative bodies that facilitate consultations with the sector, coordinate the efforts of primarily CIC-funded organizations, and foster learning, exchange and comparability of programming;
- Needs-driven, outcomes-focused training, tools and learning activities organized for CIC-funded staff to foster new (or strengthen existing) skills and credentials that directly contribute to better operations, services and settlement outcomes for newcomer clients.

**Where appropriate, core settlement services should be adapted to the needs of specific groups of immigrants or to the communities in which they settle. For example:**

As part of broader commitment to official language minority communities, settlement services are adapted to the specific needs and contexts of immigrants settling in FMCs outside Quebec:

- settlement services available in French and adapted to the needs and specificities of newcomers settling in FMCs;



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- *Arrimage francophone* (see Annex B: Settlement Program—Description and Standards) provides services that facilitate the creation of sustainable connections between Francophone immigrants and the local as well as the regional Francophone community by providing an initial point of contact, a needs assessment and a continuous link between immigrants and the services offered in French along the integration pathway;
- language training that supports acquisition of the French and English language skills required for social and economic integration;
- activities that support connections to FMCs such as settlement workers in Francophone public institutions;
- support for connections between francophone service providers and the broader settlement system.

Programming adapted to the needs of **clients who may face significant barriers** to settlement. Targeted services could be delivered separately or incorporated in general programming and could include (but are not limited to):

- services delivered through a case management approach for *multi-barriered or highly vulnerable clients* (i.e., persons for whom case management plays an instrumental role in achieving Program Outcomes), characterized by more personalized services, typically delivered on an individual basis with regular progress monitoring over a longer period of time;
- specialized interventions delivered in person to *refugees and/or refugee youth*, including appropriate literacy and language training, employment and life skills services that lead to labour market attachment, and connections to community-based supports (e.g., to help find appropriate housing, access health and mental health services, education);
- specialized resources and referrals for *victims of family and gender-based violence*;
- employment supports and work placements for newcomer *youth*, leadership and peer mentoring activities, and well-being supports for at-risk youth;
- specialized interventions for *senior* and older adult immigrants, which provide connections to the broader community (including opportunities to interact with peers and the Canadian-born population, referrals to community-based supports) and appropriate formal and informal language training services;
- health promotion activities based on existing resource materials (e.g., early screening and vaccinations, healthy lifestyle and well-being) and health-related referrals to community health resources (including mental health and trauma);



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- services and resources that can accommodate the needs of newcomers with *special needs or disabilities* (e.g., hearing or visual impairments, learning disabilities);
- specialized resources and services to address the barriers faced by newcomers from sexual minority communities.

Settlement services available in **rural, remote, northern and Arctic locations** that demonstrate high market demand to ensure broader access outside urban centres through the use of local community partnerships and alternative delivery approaches:

- Alternative or distance settlement services for rural, remote, northern and Arctic communities;
- Alternative or distance language training and assessment for rural, remote, northern and Arctic communities that incorporates blended and informal language learning approaches.

### 2.1.4.2 Regional Priorities

In conjunction with the core settlement services, applicants are encouraged to submit proposals on regional priorities that respond to particular settlement needs and ensure comparable services in all regions. Proposals of this nature must align with at least one of the Settlement Program Themes (listed under 2.1.4.1).

#### Western Region:

These priorities have been identified for the Western Region comprising British Columbia, Alberta, Saskatchewan, Manitoba, Yukon, Northwest Territories and Nunavut.

- Standardized and regularly updated provincial and territorial orientation materials that align with national orientation curriculum guidelines as well as orientation materials for major urban centres, disseminated online or in person where appropriate in each province and territory;
- Centralized provincial and territorial language assessment centres in areas with significant newcomer populations;
- Centralized French-language distance assessment to serve francophone clients throughout the Western Region;
- Employer-led partnerships, such as Immigrant Employment Councils, that are province-wide or in areas with significant newcomer populations that foster welcoming workplaces by enhancing cross-sector engagement, coordination and planning;
- Community partnerships such as LIPs, which foster more welcoming communities by enhancing cross-sector engagement, coordination and settlement planning in regions with demonstrated need and capacity;

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- One umbrella organization per western province and territory that connects all CIC-funded service providers within that jurisdiction, facilitates consultation and coordination among service providers, and supports member participation in online communities of practice;
- Project to oversee consistency in the RIF for stronger regional action plans and outcomes;
- Specialized services for multi-barriered, vulnerable and previously underserved clientele, such as newcomer women, seniors, youth and refugees (in British Columbia, Alberta, Saskatchewan and Manitoba only).

## **British Columbia:**

- Innovative, structured language training in the workplace with employer partnerships targeted at workers in high-demand occupations;
- Informal approaches to language learning, including conversation circles and volunteer tutor initiatives blended with formal language training such as Language Instruction for Newcomers to Canada (LINC) Home Study and/or part-time LINC offerings in rural/remote communities;
- Continued programming intended specifically for vulnerable, multi-barriered newcomers with specialized services tailored to their needs and delivered through a case management approach;
- Settlement support for refugee families with pre-school age children that facilitate bridging to Strong Start centres in public schools and other family and child development services/programs.

## **Alberta:**

- Coordinated delivery of orientation sessions in major urban centres across the delivery network that makes use of technology to increase access to orientation information;
- Advanced level language training and resources targeted at labour market entry that include targeted labour market participation outcomes;
- Pre-literacy to CLB 4 courses in all Alberta communities with significant immigrant populations;
- Opportunities to connect with professionals and employers in their field through quarterly virtual career fairs and mentorship programming;
- Development or adaptation of curriculum for job search workshops; supported by an implementation plan for the delivery of these workshops across the province;
- Settlement supports in libraries that facilitate bridging to and from other services in the community;
- Child care to support the participation of multi-barriered clients in language and settlement programming in areas with growing newcomer populations;



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- Services delivered to multi-barriered refugees through a case management approach in centres with significant refugee populations.

### **Saskatchewan:**

- Coordinated delivery of orientation sessions across the delivery network in major urban centres;
- Language training targeted at bridging students who exit from high school to post-secondary education;
- Formal language training in the workplace with employer partnerships targeted at workers in the trades;
- Language training focused on specific identified components of CLB (reading/writing skills only; speaking/listening skills only);
- Employment-related services that feature increased use of technology, outreach to clients and partners, local employer partnerships and itinerant service structures;
- Supports for settlement services in schools, such as Settlement Workers in Schools programming that include itinerant services, the development and sharing of best practices through increased use of technology as well as communities of practice;
- Projects targeting francophone clients in rural communities that reflect increased use of technology, outreach and itinerant service structures with active local community partnerships.

### **Manitoba:**

- Continuation of delivery of centralized needs assessment and orientation model in major centres and into areas with growing newcomer populations;
- Centralized needs assessment to serve the francophone clientele and provide referrals to French-language orientation;
- A wider distribution of basic language training (from literacy to CLB/NCLC 4) within major centres and into areas with growing immigrant populations;
- Distance language assessment in English and French;
- Language training targeted at bridging students who exit from high school to post-secondary education;
- Language training in the workplace with employer partnerships such as the English-at-work program targeted at workers in high-demand occupations;
- Language training focused on specific identified components of CLB (reading/writing skills only; speaking/listening skills only);
- Where needs warrant, delivery of services specifically designed for Francophone newcomers to support FMCs;

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- o higher-level French-language training and resources that is labour market or employment-specific;
  - o development of mentorship and workplace programming.
- Development and dissemination of information in English and French on alternative career paths for foreign-trained professionals;
- Expanded mentorship programming to provide more opportunities to connect with professionals and employers;
- Settlement supports in schools in areas outside of Winnipeg that facilitate bridging with community services using the Neighbourhood Immigrant Settlement Program structure.

## **Yukon, Northwest Territories and Nunavut:**

- Provision of settlement counselling, for the purposes of needs assessment, referrals, employment and crisis counselling through in-person and virtual delivery;
- Establishment of in-person language assessment;
- Establishment of in-person and virtual language training targeted at supporting newcomers to engage in basic social interactions and acquire Canadian citizenship (from pre-literacy to CLB/NCLC 4);
- Training and resources targeted at entering and retaining employment such as job-seeking skills (e.g., résumé building, interview skills, networking skills);
- Settlement supports in schools that facilitate bridging to and from other services in the community;
- Establishment and maintenance of francophone community partnerships such as RIF;
- CNC or licensed child care options and transportation support for ongoing programming such as language training;
- Needs assessment for settlement and language training services.

## **Ontario Region:**

- Regional support to English and French service provider organizations (SPOs) that facilitate consultations and coordination, and fosters learning, exchange and comparability;
- Development of online service delivery models or sector supports that improve the effectiveness or efficiency of services to newcomers;
- Development of alternative or distance service delivery models for Francophones in minority situations;
- Specialized programming for youth, particularly for youth in large urban centres and refugee youth.



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## **Eastern Region (New Brunswick, Nova Scotia, Newfoundland and Labrador, and Prince Edward Island):**

- Employment counselling and support services delivered via a consistent case management approach throughout the continuum for clients seeking employment or aiming to be self-employed (includes client assessment, needs assessment, prior learning assessments, assistance with resume writing, job search skills, interview preparation, etc.);
- Participation of rural community and francophone community representatives in new and within existing community partnerships such as Local Immigrant Partnerships and RIF;
- Collaboration and coordination of interventions among settlement service providers within provincial boundaries and across the Eastern Region, including both French and English providers;
- Development of new innovative technologies and exchange of existing technologies among French and English settlement service providers across the Eastern Region that enable the sharing of resources, tools and best practices.

## **Priorities Specific to Francophone Minority Communities in the Eastern Region:**

- Connections with existing entrepreneurial programs for francophone clients seeking self-employment opportunities with particular focus on client groups such as women and youth;
- Innovative and cost-effective delivery of settlement services to eligible francophone clients throughout the Eastern Region particularly those in rural communities.

### ***2.1.4.3 Priorities for National Projects***

CIC is also seeking proposals for projects that are best delivered at the national level or that test innovative approaches that could be scaled across all regions. Proposals of this nature must align with at least one of the Settlement Program Themes (listed under 2.1.4.1).

#### **Improving information and resources to newcomers:**

- Ensure access to a broad range of information and where necessary to address information gaps, develop new resources (e.g., information products, workshops) for newcomers as well as training and tools for settlement workers and community stakeholders to identify needs, deliver services as well as make referrals to appropriate supports in the areas of:
  - o mental health and general health issues; and
  - o gender equality, family dynamics, family violence and other forms of abuse.

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- Development of a national interactive website that is accessible to all newcomers, focused on immigrant youth, which provides settlement information and resources, including links to existing online federal/provincial/stakeholder resources, as well as a platform for interaction and engagement, including leadership among youth.

Adapting **national curriculum guidelines** and standards to support program delivery:

- Revision of national curriculum guidelines for CLB-based language training (from literacy to CLB/NCLC 10):
  - aligned to national frameworks, including the CLB/NCLC
  - incorporate best practices from other curriculum guidelines (e.g., English Language Services for Adults and English as an Additional Language curriculums)
  - complementary to existing assessment tools and approaches (e.g., Portfolio-Based Language Assessment)
  - dynamic application adaptable across a spectrum of online contexts
  - aligned with national settlement information and orientation content

Enhancing training tools and online infrastructure for effective **language training**:

- Development of a national open-source online Learning Management System (LMS) for the delivery of online (self-directed and instructor-led) and blended (mix of in person and online) language offerings. The LMS would ideally encompass the following elements:
  - include both synchronous and asynchronous tools
  - be scalable, customizable and adaptable
  - be responsive to mobile learning platforms
  - allow for the integration of third-party tools
- Development and implementation of tools, content, resources or innovative delivery models consistent with the proposed national LMS and revised curriculum guidelines for LINC (e.g., remote placement assessments, outcomes assessments, content delivered in an online/blended delivery context, language training in the workplace).

**Broadening engagement** in settlement and integration and **facilitating collaboration** between service providers, newcomers and the broader community:

- Development and promotion of an online community of practice targeting multiple subject matter areas of settlement programming to:



## Funding Guidelines

- o facilitate collaboration, sharing of best practices and coordination of interventions between providers of settlement services across the country;
- o support meaningful engagement of CIC-funded and unfunded partners (including the public, private and voluntary sectors) in settlement and integration;
- o share resources, including tools and research reports, which foster learning and improve service delivery.

**Fostering social innovation** (Annex C: Settlement Program—Social Innovation Key Definitions) by testing new interventions and models to address ongoing or structural barriers to settlement and enhance program efficiency and sustainability:

- Social Innovation Projects will research, prototype, test feasibility or implement direct service to achieve settlement and integration outcomes through innovation, such as:
  - o employing emerging technologies;
  - o building multi-sectoral partnerships, including those that engage the private sector;
  - o applying behavioural economic or “nudging” approaches;
  - o using alternative activities, such as sports, games or online activities, to facilitate social connections;
  - o supporting the development and use of social finance mechanism or social enterprise models that mobilize private capital to deliver social outcomes that benefit newcomers.
- Social innovation projects seek to address characteristics of the system that lead to systemic social and economic barriers to integration. Social Innovation Projects will be limited in scope and time as well as distinguishable from usual service delivery. They will also include a robust evaluation plan for the project using indicators as well as tools that will evaluate the results of the innovation and the project outcomes as well as the impact (innovative evaluative approaches may be used, such as developmental evaluation, collective impact or social return on investment (SROI)). Projects will also include an assessment of the capacity to be scaled for use in other contexts.

Improving **knowledge creation and management** through policy-relevant research and knowledge mobilization that:

- explains how and why outcomes in selected integration domains (economic, social, civic/ political, cultural, overall) vary across diverse population groups/immigration categories (e.g., refugees, youth, women, seniors, etc). Research should either identify barriers to integration or alternatively successful pathways, and suggest concrete options for improved settlement service delivery, in addition to options for increasing the uptake of settlement services. Research could also identify populations with unmet settlement needs and suggest options for settlement service delivery;



# Funding Guidelines

- compares the outcomes of newcomers who use settlement services to those who do not;
- assesses settlement programs and practices and develops indicators to evaluate their success;
- investigates the types of pre-arrival information and supports that immigrants consider the most useful in informing them about their potential career paths in Canada;
- examines the settlement needs, experience and outcomes of immigrants in FMCs outside Quebec;
- delivers results in the area of knowledge translation and mobilization to help the settlement sector and practitioners benefit from relevant research and knowledge products.

## 2.1.5 Settlement Program—Outcomes

To receive Settlement Program funding, projects **must address at least one Immediate Outcome and at least one Intermediate Outcome** of the Settlement Program listed below (Annex A: Settlement—Logic Model):

### Immediate Outcomes

*For all themes:*

- Clients receive appropriate information and services to address settlement needs.
- Clients attain awareness of community and other resources to deal with settlement issues.
- Clients gain knowledge of life in Canada, including laws, rights and responsibilities.
- Clients learn official language skills and other skills for adapting to Canadian society.
- Clients acquire knowledge, skills and connections related to the Canadian work environment.
- Clients have connections to communities and public institutions.

*For Indirect Services:*

- Partners and stakeholders are engaged in settlement and implement strategies to address newcomers' needs.
- Provision of settlement services is consistent, innovative and coordinated.
- Settlement and non-settlement services are responsive to the needs of newcomers and communities.
- Program development, management and governance effectively support consistent and responsive program delivery.



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### *For FMCs:*

- Partners and stakeholders are engaged in promotion, recruitment and settlement and implement strategies to address newcomers' needs in FMCs.
- Employers are aware of opportunities (mechanisms and tools) to hire qualified French-speaking immigrants.
- French-speaking clients receive settlement services that address their settlement needs.

### **Intermediate Outcomes**

#### *For all themes:*

- Clients make informed decisions about life in Canada, enjoy rights and act on their responsibilities in Canadian society.
- Clients use Canada's official languages to function and participate in Canadian society.
- Clients participate in local labour markets, broader communities and social networks.

#### *For FMCs:*

- French-speaking clients use official languages to function and participate in Canadian society;
- French-speaking clients in FMCs participate in local labour markets, broader communities and social networks;
- French-speaking clients make informed decisions about life in Canada, enjoy rights and act on their responsibilities in Canadian society;
- Increased number of French-speaking economic immigrants settling in FMCs.

### **2.1.6 Settlement Program—Budget Submission**

Refer to Annex D: Settlement Program—Budget Submission Details for information on how to prepare the budget template in the Application for Funding Form.

# Funding Guidelines

## 2.2 Resettlement Assistance Program

The Resettlement Assistance Program (RAP) supports government-assisted refugees (GARs), blended visa office-referred refugees and other eligible clients when they first arrive in Canada by providing direct financial support as well as funding the provision of immediate and essential services (Annex F: RAP—Logic Model). CIC is inviting eligible applicants (Section 2.2.1) to submit their applications for the RAP funding to undertake projects in accordance with the priorities detailed below. CIC will prioritize funding to projects that address at least one Funding Priority (either for regional projects or national projects) before giving consideration to other proposed projects.

Currently, GARs resettled to Canada (outside Quebec) are destined to one of the 23 communities (Annex G: RAP—Existing GAR-Receiving Centres) where they receive RAP services upon arrival. The province of Quebec receives a separate funding allocation as part of the Canada-Quebec Accord to provide similar services to eligible refugees destined to that province. Accordingly, this CFP is not open to service providers in Quebec. CIC will strongly consider proposals received from non-traditional GAR-receiving centres where there is high labour market demand.

All applicants must clearly demonstrate:

- an organizational capacity to deliver RAP services;
- an availability of broader settlement services in the community;
- an availability of interpretation services in the community;
- an availability of suitable permanent accommodation (e.g., rental housing);
- an availability of other relevant specialized supports (e.g., availability of specialized medical care, mental health services, educational system supports);
- a community accessibility to a GAR population (e.g., public transportation, accessibility for persons with a disability); and
- a welcoming communities' strategy, which contributes to foster connections between newcomers and Canadians, eliminates barriers to integration as well as educates against racism.

To receive RAP funding, projects must:

- target RAP's eligible clients (Section 2.2.2);
- include project activities eligible for RAP funding (Section 2.2.3);
- align with at least one RAP Theme (Section 2.2.4); and
- align with RAP Immediate Outcomes (Section 2.2.6).



## Funding Guidelines

### 2.2.1 Resettlement Assistance Program—Eligible Applicants

Applications for RAP funding will be accepted from:

- not-for-profit organizations and associations, including non-governmental organizations, community groups and umbrella organizations;
- intergovernmental and international organizations;
- businesses;
- Canadian educational institutions (including boards, districts and divisions);
- provincial, territorial or municipal governments;
- individual Canadian citizens.

Note: For CAs with international organizations and provincial governments, the approval of an order-in-council will be required.

### 2.2.2 Resettlement Assistance Program—Eligible Clients

RAP funding is intended to support services to the following clients:

- Permanent residents admitted to Canada or temporary residents who are issued a permit under section 24 of the *Immigration and Refugee Protection Act* (IRPA) who, respectively, have been determined to be or who initially applied for admission to Canada as members of the Convention Refugees Abroad class or the humanitarian protected persons abroad class where one of the following applies:
  - selected on the basis that assistance will be provided by a government RAP; or
  - selected as part of the Joint Assistance Sponsorship program.
- Persons who were members of the protected temporary residents class who become permanent residents under section 151.1 of the IRPR;
- Permanent residents admitted to Canada who were granted permanent residence under section 25.1 of IRPA on humanitarian and compassionate grounds;
- Permanent residents admitted to Canada who were granted permanent residence under section 25.2 of IRPA as part of a group under public policy established by the Minister on unique and compelling humanitarian situations and where no other means of financial support is available;
- Permanent and temporary residents admitted to Canada who applied for admission to Canada as members of any future humanitarian protected person abroad class.

Note: Privately sponsored refugees (PSRs) typically only receive limited port of entry services.

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## 2.2.3 Resettlement Assistance Program—Eligible Activities

Funding under RAP supports the following activities:

- Direct delivery of immediate and essential services in RAP centres as well as other supports to RAP clients, generally provided during the first four to six weeks following a client's arrival in Canada. These services include:
  - o port of entry and reception services upon arrival in Canada (i.e., in Calgary, Toronto and Vancouver), including delivery of these services to PSRs;
  - o temporary accommodation and assistance locating and securing permanent accommodation;
  - o needs assessments and referrals;
  - o information and orientation, including information on income support and financial responsibilities, as well as life skills training to help clients with higher needs transition to independence more effectively;
  - o links to federal and provincial programs (e.g., social insurance number, permanent resident card, Canada Child Tax Benefit, Interim Federal Health Program (IFHP), provincial health care, school registration);
  - o interpretation and translation services;
  - o transportation services within Canada (e.g., transportation from the airport to temporary accommodation and subsequent transportation to permanent accommodation);
  - o temporary allowance to meet basic needs, including food or the means to acquire it, while in temporary accommodation.

Note: All the above services should be culturally appropriate, gender-sensitive and delivered either in the client's own language or with appropriate translation and interpretation services.

- Indirect initiatives (e.g., projects, workshops) that aim to enhance capacity among SPOs and improve the quality and delivery of RAP services.
- Support (e.g., training) to the refugee sponsoring community under the PSRs Program:
  - o Through this program, organizations and groups of individuals can sponsor refugees from abroad who qualify to come to Canada as permanent residents.
  - o RAP funding may be provided to help address—at a national level—the information and ongoing training needs of the refugee sponsorship community.



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### 2.2.4 Resettlement Assistance Program—Themes

To receive RAP funding, projects must correspond to at least one Program Theme described below:

#### **Port of Entry Services**

Provision of these services includes receiving newcomers where they enter Canada (i.e., usually the airport at which their flight lands in Canada). Responsibilities include: meeting and greeting the newcomers as they disembark, assisting them in retrieving their luggage as well as landing procedures, providing winter clothing if required, addressing any immediate in-transit needs, and helping newcomers get transportation to their temporary accommodation if the port of entry is their final destination, or onward ground or air transportation to another destination.

#### **Orientation**

Immediate orientation helps RAP clients develop the skills to live safely and independently. Orientation topics should be focused to best meet the needs of the individual or client group addressing any immediate needs to prepare them for their move to permanent accommodation. RAP clients must also be informed about income support and their financial responsibilities, ensuring that they understand the basics of the Canadian financial system as well as the key entitlements of their income support budget and their financial responsibilities as outlined in the Agreement for Income Support Recipients. Immediate orientation is generally provided while the RAP client is in temporary accommodation with the exception of life skills orientation, which is delivered after the RAP client has moved into their permanent accommodations. Life skills orientation provides intensive and short-term life skills support to newly arrived, higher needs RAP clients who have life skills challenges beyond the scope of the basic suite of services delivered under RAP.

#### **Linkages**

Linking RAP clients to federal and provincial programs ensures they can access fundamental services similar to all permanent residents and Canadian citizens. Clients are to be registered for all appropriate mandatory federal and provincial programs, and should understand each program and how it works. Most of these links are to be made in advance of the client's move to permanent accommodation. These include: social insurance number applications, Canada Child Tax Benefit applications, assistance in obtaining IFHP certificates, provincial health-care coverage applications and school registrations.

#### **Accommodation**

Provision of these services includes meeting the newcomer and providing temporary accommodation to ensure that RAP clients are safe and secure during their initial days in

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Canada. The stay in temporary accommodation also allows RAP clients to receive orientation and other services to help them live safely and independently afterwards. Service providers also assist RAP clients in searching for and moving into permanent accommodation, ensuring that the best possible accommodation is found.

## Translation and Interpretation Services

Interpretation and translation services may be delivered under RAP to ensure that clients have access to and benefit from core RAP services. SPOs are encouraged to access and refer clients to the use of local interpretation and translation services as much as possible.

## Assessments

These services aim to understand client immediate needs and potential barriers to learning so that RAP service delivery can be tailored to meet client needs. They also aim to make appropriate links to other non-RAP services that will support integration into Canadian society, including settlement services. Before the end of the RAP service delivery period, service providers must provide clients with a referral plan to facilitate the transition from resettlement to settlement services. Depending on the individual circumstances, some RAP clients will be ready to access settlement services earlier than others. Higher needs clients may require more intensive support before being ready to access settlement services.

## Knowledge Development

This designates any other justifiable service deemed appropriate to support the objectives of RAP, including projects, workshops as well as other initiatives intended to support and improve the program. This also includes support (e.g., training) provided to the refugee sponsorship community under the PSRs Program.

### 2.2.5 Resettlement Assistance Program—Priorities

CIC will prioritize RAP funding to projects that address **the Funding Priority for Regional Projects**, if your project is regional in scope, **or at least one Funding Priority for National Projects**, if your project is national in scope.

#### 2.2.5.1 Regional Priorities

If your project activities will take place within only one of the CIC Regions, we will prioritize RAP funding to the projects that address **the following Funding Priority**.



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### **Direct delivery of timely, effective and client-focused resettlement assistance programming**

- Timely and effective port of entry and reception services;
- Needs assessments and referrals to services that respond to the immediate needs of clients;
- Provision of appropriate temporary accommodation that supports the timely and effective delivery of RAP services with minimal burden on clients (e.g., limiting travel between service delivery locations to the extent possible);
- Measures to support an effective transition from temporary housing to suitable permanent accommodation, including provisions to assist clients for whom it may be more difficult to secure housing;
- Assistance in applying to and accessing federal and provincial programs (e.g., social insurance number applications, Canada Child Tax Benefit applications, provincial health-care coverage applications, school registrations, etc.);
- Assistance in connecting clients directly with the Canadian health-care system, including specialized services to identify and address physical and mental health needs;
- Basic practical information, orientation resources and programming that address resettled newcomers' immediate needs, prepare them for longer-term integration challenges, inform them of available services and supports, including content tailored to the needs of specific client groups (e.g., youth, seniors);
- Financial orientation informing clients about income support and their financial responsibilities to ensure that they understand the basics of the Canadian banking and financial system, the key entitlements of their income support budget, as well as their financial obligations, helping to increase their financial literacy;
- Effective use of partnerships to ensure client-focused service delivery, including partnerships with other immigrant serving organizations, regular community-based supports, as well as other relevant stakeholders;
- Provisions to ensure a seamless and rapid transition from RAP to broader Settlement Program supports, minimizing disruption to the client to the extent possible, and facilitating the client's transition toward playing a productive role in Canadian society and the economy.



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## 2.2.5.2 *Priorities for National Projects*

CIC will prioritize RAP funding to projects that are national in scope and address **at least one of the following Funding Priorities**.

### **Training or other support to the private refugee sponsorship community**

- Initiatives that help address—at a national level—the information and ongoing training needs of the refugee sponsorship community.
- Initiatives that support the submission of high quality, complete sponsorship applications by the refugee sponsorship community at large.

### **Improving information and orientation content delivered to RAP clients**

- Development of information and orientation resources (e.g., publications) to address the immediate and essential needs of resettled newcomers tailored to more specific client groups based on age (e.g., youth, seniors), demographic characteristics (e.g., family size and composition, education level, work experience) or as more specific integration challenges (e.g., language issues, physical and mental health issues, disabilities).

Note: Information and orientation content should be consistent with the CIC settlement information provided both pre- and post-arrival, including information available in the Welcome to Canada guide. Resources and services should include linkages to available services, including those offered by provinces/territories.



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### 2.2.6 Resettlement Assistance Program—Immediate Outcomes

To receive funding, projects **must address the Resettlement Assistance Program (RAP) Immediate Outcomes** described below (Annex F: RAP—Logic Model).

Note: As per the table below, the Immediate Outcomes that must be addressed will depend on which RAP eligible activities (Section 2.2.3) are included in your proposal:

Eligible Activity	Immediate Outcomes
<b>Direct delivery of immediate and essential services</b> in traditional and/or non-traditional RAP centres, as well as other supports to RAP clients, generally provided during the first four to six weeks following a client's arrival in Canada	Project must address <b><u>all</u></b> of the following: <ul style="list-style-type: none"> <li>• Resettled newcomers have their immediate and essential needs met;</li> <li>• Resettlement assistance is timely, accessible, useful and client-focused; and</li> <li>• Resettled newcomers are linked to CIC settlement services, as well as to other government and specialized services.</li> </ul>
<b>Indirect initiatives</b> (e.g., projects, workshops) that aim to enhance capacity among SPOs and improve the quality and delivery of RAP services	Project must address <b><u>at least one</u></b> of the following: <ul style="list-style-type: none"> <li>• Effective knowledge, tools, resources and program design are in place to support program delivery.</li> <li>• Policy and program development are evidence-based and informed by stakeholder input.</li> <li>• Program partners and stakeholders have an increased understanding of refugee needs, trends and barriers.</li> <li>• Improved program management, accountability and coordination.</li> </ul>
<b>Support (e.g., training) to the refugee sponsoring community</b> under the PSRs Program	

### 2.2.7 Resettlement Assistance Program—Budget Submission

Refer to Annex H: RAP—Budget Submission Details for information on how to prepare the budget template in the Application for Funding Form.

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## 2.3 Inter-Action (Multiculturalism) Program

The Inter-Action (Multiculturalism) Program supports CIC's mandate, as well as the *Canadian Multiculturalism Act*, by assisting in the socio-economic integration of individuals and communities and by helping them to contribute to building an integrated and socially cohesive society.

There are **two Inter-Action (Multiculturalism) funding streams: Projects and Events**. The Inter-Action (Multiculturalism) Projects Stream provides funding for long-term, multi-year community development/engagement projects to promote integration. Under National CFP 2015, only applications under the Projects Stream that are national<sup>8</sup> in scope will be accepted. Up to \$5 million per year is available for this purpose. CIC is inviting eligible applicants (Section 2.3.1) to submit their application for projects. Regional projects under the Projects Stream and applications for events under the Events Stream will not be accepted under this CFP.

To receive Inter-Action (Multiculturalism) Program funding under the Projects Stream, projects must:

- involve more than one single cultural, religious or ethnic community and establish concrete opportunities for positive interaction among them;
- involve the participation of at least one partner, financial, in-kind or other;
- include project activities eligible for Inter-Action Program funding (Section 2.3.2);
- align with the Inter-Action Program Theme (Section 2.3.3); and
- align with the Immediate Program Outcome and at least one Intermediate Program Outcome (Section 2.3.4).

### 2.3.1 National Priority under the Inter-Action (Multiculturalism) Program

Through the Inter-Action (Multiculturalism) Projects Stream, CIC will fund projects aimed at youth between 15 and 24 years of age, which focus on **youth civic engagement**.

*Youth civic engagement* seeks to empower youth to take ownership within their communities and work together to improve conditions for youth, specific groups within the community or community members at large. It develops a combination of skills, knowledge, values and behaviours

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<sup>8</sup> Projects that are national in scope address needs and include activities that have relevance to more than one CIC Region.



## Funding Guidelines

that provide youth with the motivation to make a difference at the individual, community or societal levels. Youth identify and address collective concerns by increasing their involvement in community life (e.g., volunteerism, community dialogues) and by participating in decision-making processes, which, in turn, increases their sense of belonging and attachment to Canada.

Some examples of youth civic engagement projects include:

- youth from diverse communities working to address a common issue within their community;
- efforts to promote and increase the involvement of ethnocultural youth in their community and in decision making;
- mentorship of youth newcomers to help them contribute to and integrate within their schools, voluntary organizations, etc; and
- increasing the sense of belonging and attachment to Canada among youth newcomers and ethnocultural youth so they are better equipped to succeed and to contribute to Canadian society.

### 2.3.2 Inter-Action Program—Eligible Applicants

The following CFP applicants are eligible to receive CIC Inter-Action (Multiculturalism) Projects Stream funding:

- Canadian not-for-profit organizations and associations<sup>9</sup>;
- Non-federal Canadian public institutions such as boards of education, schools, colleges and universities, chambers of commerce, law enforcement and police agencies, hospitals and other health-care institutions<sup>10</sup>;
- Crown corporations as defined in Part X of the *Financial Administration Act* (FAA);
- Provincial, territorial, municipal or regional governments;
- First Nations and Inuit governments, band councils and organizations;
- Private sector (applicants from the private sector must include at least one not-for-profit partner organization in the form of either financial or in-kind support);
- Canadian citizens and permanent residents.

<sup>9</sup> Includes non-governmental organizations, non-profit corporations, community groups, umbrella organizations, and regulatory bodies and apprenticeship authorities.

<sup>10</sup> Must be recognized and licensed to operate under provincial or territorial statute. Institutions include: public community colleges, vocational schools, public degree-granting universities and colleges, school boards, districts, divisions as well as their elementary and secondary institutions; chambers of commerce; law enforcement; hospitals and other health-care institutions.

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## 2.3.3 Inter-Action Program—Eligible Project Activities

The Inter-Action Program Projects Stream can support the following type of project activities:

- mentorships and internships;
- skills development initiatives;
- development of learning materials, tools and training sessions;
- network and partnership development;
- leadership and volunteerism initiatives;
- knowledge sharing initiatives;
- conferences;
- meetings, events and workshops;
- development of programs, policies and services responsive to diversity.

## 2.3.4 Inter-Action Program—Theme

To receive Inter-Action Program funding, projects **must correspond to this Program Theme:**

**Building an integrated, socially cohesive society by:**

- building bridges to promote intercultural understanding; or
- fostering citizenship, civic memory, civic pride and respect for core democratic values grounded in our history; or
- promoting equal opportunity for individuals of all origins.

## 2.3.5 Inter-Action Program—Outcomes

To receive funding, projects **must address the Immediate Outcomes and at least one Intermediate Outcome** of the Inter-Action Program outlined below.

### **Immediate Outcome**

Program participants and targeted public gain knowledge, develop strategies and take action toward increasing awareness of: Canadian history and institutions, Canadian values, cultural diversity, or cultural/racial/ethnic/religious issues affecting full participation in Canadian society and the economy.



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## Intermediate Outcomes

- Increased civic memory and pride;
- Increased respect for core democratic values;
- Increased intercultural understanding; and
- Increased opportunity for full participation in society and the economy.

### 2.3.6 Inter-Action Program—Budget Submission

Refer to Annex J: Inter-Action Program—Budget Submission Details for information on how to prepare the budget template in the Application for Funding Form.

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## 3. Proposal Assessment

Proposals submitted to National CFP 2015 will be assessed on the following criteria:

### **Project Relevance: 40% of overall score**

- The need for the project is clear and supported by evidence. There are feasible project goal(s) with clear link(s) to one or more of the Citizenship and Immigration Canada (CIC) Themes.
- Project activities address all aspects of the project, showing no major gaps and activities are all relevant to the successful completion of the project.
- Project effectively addresses one or more of the priorities for this funding process.
- Project outcomes have an alignment to one or more of the CIC outcomes identified for the Program.

### **Potential for Success: 35% of overall score**

- Applicant has the capacity, experience, contextual knowledge and appropriate partners (if applicable) to carry out the project.
- Strategy to engage target clients is sufficient and appropriate.
- Each outcome is measurable and supported by an effective performance measurement plan.
- A plan is in place to monitor the overall project performance and evaluate the project results.
- Applicant experience: organization has been in existence for over two years or individual has at least three years of experience, which qualifies them to carry out the project.

### **Project Cost-Effectiveness: 25% of overall score**

- Proposed budget is balanced. All costs as well as revenues related to the project have been itemized and explained.
- Project costs are in line with average costs for similar services at project location. The applicant demonstrates proper and responsible use of funds related to both administration and program delivery.

Funding recommendations and decisions will be based on a proposal's total assessment score and departmental considerations, such as service coverage based on listed priorities, geographic distribution, innovation and available funding.



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### 4. Communications with Citizenship and Immigration Canada

Citizenship and Immigration Canada (CIC) will keep you informed on the processing of your application through each stage and in accordance with CIC's Service Standards as follows:

#### **Acknowledgment**

By August 20, 2015: confirmation that the application was received by CIC.

#### **Eligibility**

By September 19, 2015: confirmation that the applicant and application meet or do not meet eligibility criteria.

#### **Decision**

By December 13, 2015: confirmation of a decision on whether the application will proceed for negotiation of a contribution agreement between CIC and the applicant or whether CIC needs more time before issuing a decision.

These confirmations will be communicated electronically.

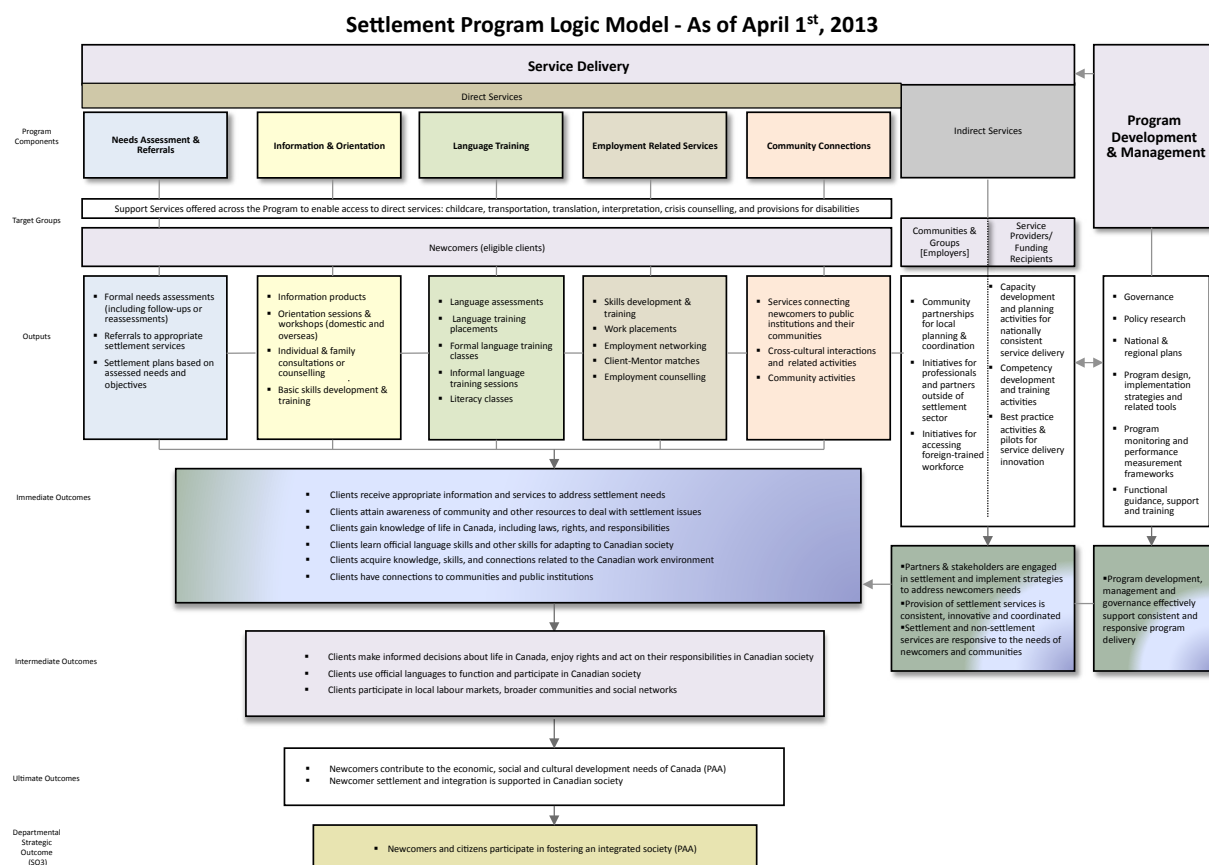
For additional questions or clarifications, contact CIC at [CFP@cic.gc.ca](mailto:CFP@cic.gc.ca).

While CIC will make every effort to respond to each inquiry in a timely fashion, a response cannot be guaranteed to questions received after August 6, 2015.



# Funding Guidelines

## Annex A: Settlement Program—Logic Model<sup>11</sup>



<sup>11</sup> Program Components noted in this Settlement Program—Logic Model reflect CFP Settlement Program Themes outlined in Section 2.1.4 of these Funding Guidelines.



# Funding Guidelines

## Annex B: Settlement Program—Description and Standards

### Official Language Requirements

Service providers must indicate whether services will be available in French or English or in both official languages to comply with Citizenship and Immigration Canada's (CIC) commitment to ensure that newcomers can access CIC-funded settlement and resettlement assistance services in the official language of their choice and that Francophone Minority Communities (FMCs) are able to participate in CIC programs. If services are available in only one official language, service providers must refer newcomers to where services in the other official language can be obtained in the community.

### Program Themes—Descriptions and Standards

#### Needs Assessment and Referrals

- Needs assessments are strongly encouraged when clients (individuals and families) have multiple and intersecting needs. In these cases, counselling and referral services should be accompanied by the development of a settlement plan. Periodic reassessments should also be encouraged since clients' needs may change over time.
- A settlement plan is primarily a tool for newcomers and should outline a roadmap or strategy to achieve settlement success based on identified needs and objectives. It should record newcomers' needs and objectives as identified through the needs assessment, as well as provide details about specific resources and services that exist within the community to help newcomers successfully settle in Canada.

#### Information and Orientation

- Information and orientation services to newcomers must be consistent with and complementary to:
  - the national level settlement information provided in [Welcome to Canada](#), the [Living in Canada](#) tool, the [Planning to Work in Canada](#) workbook and [Discover Canada](#) for citizenship awareness and preparation sessions;
  - regional settlement information;
  - other federal messaging.
- Providers must maintain the accuracy of the information and orientation content delivered to newcomers and must update print, Web and in-person resources accordingly.

# Funding Guidelines

## Language Training

- Formal language training under the Language Instruction for Newcomers to Canada (LINC) or *Cours de langue pour les immigrants au Canada* (CLIC) brand name (whether in person, online or a blend of both) must:
  - o be preceded by a placement assessment based on the [Canadian Language Benchmarks](#) (CLB) or the [Niveaux de compétence linguistique canadiens](#) (NCLC);
  - o follow the [National Language Placement and Progression Guidelines](#) (NLPPG);
  - o be based on the CLB or NCLC framework;
  - o be guided by the LINC, CLIC, or provincial CLB- or NCLC-based curriculum guidelines for newcomers ([LINC 1-5 curriculum guidelines](#); [LINC 5-7 curriculum guidelines](#));
  - o be led by a qualified teacher;
  - o be aligned with the Portfolio-Based Language Assessment (PBLA) approach (a task-based approach to language instruction and assessment integrated throughout the teaching/learning cycle, and intended to be used for both formative and outcome assessment purposes);
  - o be concluded with a CLB- or NCLC-based summative assessment.

## Employment-Related Services

- CIC-funded employment-related services should complement and not duplicate programming funded by provinces and territories.
- Essential skills training should be based and build on the definitions, tools, assessments, as well as training supports provided by Employment and Social Development Canada.
- Employment-related services do not include activities directly related to credential recognition and/or licensure (e.g., exam fees) or acquisition of technical skills/regulated requirements for entry into a specific occupation.
- The provision of unpaid internships to newcomers should comply with provincial regulations and should be limited to two weeks.



# Funding Guidelines

## Community Connections

- Projects are funded to promote the “two-way street” of integration by:
  - assisting various groups of newcomers to make meaningful connections with Canadians and access local support networks;
  - engaging host communities as well as public institutions to be more welcoming and inclusive.
- CIC funds projects in three main areas:
  - Settlement workers in public institutions: settlement services are offered in public spaces to improve access, address systemic barriers, and enhance the capacity of mainstream institutions to meet the needs of newcomers.
  - Targeted matching and workshops: long-time Canadians and established immigrants mentor newcomers to provide essential guidance early in the settlement process and build networks of support.
  - Community-based group activities: special events and field trips enable newcomers to learn about their community, develop a sense of attachment and belonging, and build civic literacy.

## Support Services

- [Care for Newcomer Children](#) (CNC) services may only be used when child care is provided at the same location as the settlement service and only where provincial legislation permits. Licensed care options may also be considered for funding. Provincial legislation and regulations apply to all child care arrangements.
- Crisis counselling services are limited to generalized counselling, information and referral services. In-depth clinical counselling is not permitted as federal funding of a mental health service oversteps the health-care jurisdiction of provinces and territories.

# Funding Guidelines

## **(Indirect) Community Engagement**

- Proposals for Local Immigration Partnerships (LIPs) should demonstrate that the project builds on direction provided in the [LIPs Handbook](#).
- Proposals for *Réseaux en immigration francophone* should demonstrate that the project builds on the following parameters:
  - Ensuring consultation and promoting partnerships with stakeholders from various sectors;
  - Identifying needs, deficiencies and strengths relating to the continuum of immigration to FMCs;
  - Developing an action plan (provincial, territorial or regional) to address the needs, deficiencies and strengths;
  - Mobilizing and supporting communities and partners in the implementation of the Action Plan on Francophone Immigration.

For more information about RIF's expected outcomes, consult this [logic model](#).

- Immigrant Employment Councils (IECs) bring together a variety of stakeholders to work toward the common goal of enhancing immigrant labour market integration by connecting skilled immigrants with Canadian employers. Stakeholders can include service provider organizations (SPOs), professional immigrant networks, post-secondary institutions, business and industry associations, labour and all levels of government. IECs can offer services to help employers meet the challenges of a diversified work force (e.g., diversity training) and understand the business case of hiring internationally trained immigrants, as well as offer direct services to newcomers (e.g., mentorship opportunities with employers).

## **(Indirect) Sector Support**

- Any investment in large-scale or individual training for CIC-funded recipient staff must adhere to the principle that while CIC is not the employer, it does have an interest to ensure that professional development advances overall newcomer settlement objectives.
- Virtual/online means of delivery of professional development will receive priority for funding unless the applicant presents a convincing case that in-person delivery is the only feasible approach to successfully meeting the identified need.



## Funding Guidelines

### Settlement Services in Rural and Remote Locations

- Consideration of transportation requirements for clients and staff should be included.

### *Arrimages francophones*

Projects that specifically support French immigrants are key to our Francophone Minority Communities (FMCs), and CIC wants to continue funding successful projects that attract and retain francophone immigrants to these communities. The *Arrimages francophones* establish enduring connections between immigrants, FMCs and SPOs pre- and post-arrival and all along the integration/immigration continuum, thus helping to establish strong ties to foster both linguistic retention and retention within the communities.

- *Arrimages francophones* are services offered by Settlement Program recipients that work within FMCs.
- The main objective of *Arrimages francophones* is to promote Francophone immigrant settlement services available in their welcoming area according to identified needs and their chosen path setting.
- Under the *Arrimages francophones*, organizations act as a settlement broker by offering direct services to francophone immigrants and/or linking them to other integration services offered in the community. The *Réseaux en immigration francophone* are key partners in this process.
- While these organizations do not use a case management approach, they do maintain contact with francophone immigrants to facilitate their integration into the community with the ultimate goal of retaining francophone immigrants in FMCs.

# Funding Guidelines

## Annex C: Settlement Program—Social Innovation Key Definitions

These definitions provide context for the Settlement Program National Funding Priority of fostering social innovation by testing new interventions and models to address ongoing or structural barriers to settlement and enhance program efficiency and sustainability.

### **Behavioural Economics or “Nudging”**

Behavioural economics is an approach that combines economics with behavioural psychology and cognitive sciences to help explain people’s behaviours and choices. The Government of Canada has begun applying research from this field to “nudge” citizens toward more optimal choices, such as setting up automatic enrolment for private pensions or creating government forms in plain language to increase usability.

Examples of relevance to settlement:

- Approximately two thirds of newcomers do not access settlement services even though those who do tend to be more successful: “nudging” approaches may be applied to this scenario.
- Private sector employers play a vital role in labour market integration of immigrants including refugees, and yet see hiring newcomers as a risk: “nudging” corporations may be applied to this scenario.

### **Emerging Technologies**

Emerging technologies such as mobile applications, use of open data, social media and other technology-based solutions have potential to improve settlement outcomes through increasing awareness, learning, making connections in communities and other areas. As new technologies emerge their relevance in the settlement sector can also be considered.



## Funding Guidelines

### **Multi-Sectoral Partnerships**

The traditional partnership between the government funder and SPO has provided successful settlement services for decades. Multi-sectoral partnerships engage other interested community-level organizations, such as private sector companies, municipalities, citizens and community organizations outside the settlement sector to contribute to positive settlement outcomes.

### **Social Finance (may also be called Impact Investing)**

Social finance is a mechanism that differs from traditional investing and funding by providing both financial return and a defined societal impact. Successful models include the combined efforts, investments and funding of individuals, corporate investors, foundations and governments. Each has a unique role to play to jointly address complex social challenges such as newcomer settlement.

### **Social Enterprise**

Social enterprises are businesses owned by non-profit organizations directly involved in the production and/or selling of goods and services for the dual-purpose of generating income and achieving social, cultural and/or environmental aims. Many settlement SPOs are already social enterprises or have the potential to make use of this model.



# Funding Guidelines

## Annex D: Settlement Program—Budget Submission Details

The information in this Annex will help you prepare the budget template portion of the online application for funding.

A few points to note:

- Only costs listed below are eligible under National CFP 2015.
- Only complete sections that apply to you.
- It is important that the overall cost of your project is as accurate as possible.
- Successful applicants may be asked to provide additional budget details.
- When providing budget details, note that CIC will fund the fair share of the total costs (e.g., if you are proposing that an employee is to work only 30% of his/her time on the project, Citizenship and Immigration Canada (CIC) will fund up to 30% of the salary cost).
- Where costs are to be shared among different funders and/or projects, a cost allocation matrix/ model may be required to ensure the fair share of cost distribution. This should include the methodology used to determine cost drivers (e.g., square footage, full-time equivalents, level of funding, etc.) and the breakdown by funders (including CIC's share).

### Eligible Costs for the Settlement Program

#### Salaries, Wages and Benefits

CIC contributes toward the proposed expenses related to the **position** providing services under a contribution agreement, not the **person**. This means that CIC will contribute to the costs of a position, for example a language instructor. If the person hired for this position were to take maternity leave, CIC would no longer contribute to that salary cost. However, CIC would contribute to the cost of a replacement staff.

#### *Gross Salaries and Wages*

- The CIC salary contribution will match the prevailing rate for jobs at a similar level in the local labour market. CIC will limit its contribution in cases where it determines the recipient is paying above-market wages.
- When preparing the budget form, each part-time and full-time position, if applicable (including those at different wage levels in the same job), should be listed by job title grouping multiple personnel in the same category (e.g., 50 language instructors). The rates of pay, hours of work per week and number of weeks (or any other frequency based on the pay frequency) should be listed for each position. For full-time positions, either fully or partially funded



## Funding Guidelines

by CIC, where salary is based on an annual rate, the annual salary (pro-rated, if applicable) should be listed. In addition, for shared costs, the percentage of CIC's portion should be clearly stated.

- Vacation pay and paid leave are eligible expenses; however, CIC will not fund both for an individual employee, only one or the other.
  - o **Vacation pay** is expressed as a percentage of the wages or salary, which is paid to the employee every pay period OR as a lump sum payout annually. Where there is no collective agreement, provincial/territorial rates can be consulted when establishing the basis for vacation pay.
  - o **Paid leave** represents vacation time off earned by employees as they work.
- Overtime is only paid in exceptional circumstances and; therefore, should not be included in the budget submission.
- For language instructors, the time required for Portfolio-Based Language Assessment (PBLA) training and implementation should be guided by the following estimates of time required to implement the PBLA in Language Instruction for Newcomers to Canada (LINC) classes:
  - o Lead teachers will require five hours per week<sup>12</sup> on an ongoing basis to:
    - participate in the initial 12-week online PBLA training (note: in some locations a one-day in person workshop may replace one week of training)
    - apply the PBLA in their classroom
    - train their colleagues on how to implement the PBLA
    - support their colleagues in the implementation of PBLA in all classes
  - o Classroom teachers will require the equivalent of four days over the course of five to six months to receive PBLA training from the lead teachers.
  - o For an initial period of up to two years, it is likely that classroom teachers will require additional preparation time<sup>13</sup> to introduce PBLA practices.
  - o Provides classroom teachers with the equivalent of four hours per term to conduct student language assessments and improve their assessment.

<sup>12</sup> Recipients are responsible for determining how to provide time to learn about and implement the PBLA in the classroom. Approaches can be in the form of salary (e.g. additional pay or use of professional development days) or time (e.g. reduce class time) to provide the time for PBLA implementation.

<sup>13</sup> CIC acknowledges that initially teachers may require approximately five minutes per hour of instruction to train for and to implement the PBLA. The recipient negotiates the amount of preparation time and how it will be compensated. The five minutes per hour for PBLA is not in addition to any other allowance for preparation time. That is, if teachers are already provided one hour of preparation time per week and two hours is required for PBLA, the preparation time will be two hours total.

# Funding Guidelines

## *Mandatory Employment-Related Costs (MERCs)*

- In the budget submission, describe the MERCs and other benefits that will be provided and the average percentage of wages these represent (see Annex E: Settlement Program—Budget Sample);
- MERCs are costs that employers are required to pay based on federal and provincial/territorial laws;
- Under Canadian federal law, MERCs include employment insurance (EI) and Canada Pension Plan (CPP);
- Vacation pay is mandatory in all provinces and territories. Provinces and territories may also require such things as workers' compensation (e.g., Workplace Safety and Insurance Board in Ontario), health taxes (e.g., Employers Health Tax in Ontario), education taxes, provincial pension plans, etc.;
- The budget submission should identify the specific MERCs for which funding is being sought (note that although employees also contribute to EI and CPP, these costs are part of gross salary and; therefore, would be included in the budget as part of salary expenses);
- Statutory holidays will be funded according to the employment standards of the province or territory. These must be identified in the employer's personnel policy or equivalent.

## *Other Benefits*

- Discretionary benefits as per the employer's personnel policy or equivalent may include:
  - medical insurance plans
  - dental insurance plans
  - life insurance
  - private pension plans or registered retirement savings plans
- Discretionary benefits must be offered to all staff under the employer's personnel policy or equivalent, not solely to those staff members working on the project that is to be CIC-funded.
- Typically not all employees will take full advantage of all these benefits (e.g., some employees might decline one or more health-care benefits if they are covered under a spousal plan). The budget submission should reflect an amount that corresponds to the rate of uptake. CIC is not mandated to contribute 100% of these benefits.

## *Not Eligible*

- Pay in lieu of benefits;
- Employee benefits not administered by a third party;
- Severance pay (except if legislated mandatory employer cost);



## Funding Guidelines

- Long-term disability (CIC can require that the recipient specify what is meant by “short term” in their human resources (HR) policy. Where there is no provision for this in the HR policy, CIC defines long-term as greater than eight weeks);
- Any forms of remuneration for board of directors;
- Payroll penalties (as assessed by the Canada Revenue Agency or other bodies);
- Staff bonuses;
- Salary costs related to union activities;
- Paid lunch breaks (except if legislated mandatory employer costs);
- Retroactive salary adjustments and signing bonuses resulting from collective agreement bargaining (unless within funding period);
- Claims for sick days that employees have accumulated, but not used, are not eligible (i.e., payout of unused sick leave is not an eligible expense);
- Extra costs resulting from paid leave, except for eligible replacements for language instructors and child care providers and lead teachers; Estimated costs for sick leave replacements should not be included in the CA budget as this can often be managed with slippage and may not be required. Long-term sick leave is not eligible;
- Costs associated with staff retention and recognition;
- Maternity or parental leave, except if required by legislation.

### Training and Professional Development

- Professional development activities must be directly related to the activities and objectives of the project as well as improve staff performance in the delivery of programs.
- Eligible costs include tuition and registration fees.
- CIC will contribute toward the salary costs when an employee is on training.

### *Not Eligible*

- Training and professional development that is directed toward capacity building (i.e., employees hired for a position should have the skills required to perform the duties of said position);
- Costs for replacement employees hired to work during a training activity with the exception of replacements for LINC instructors, child care providers and lead teachers when performing PBLA activities.

# Funding Guidelines

## Travel, Accommodation and Related Costs

- Employees and volunteers can claim travel directly related to delivery of the project, including travel for professional development, workshops, conferences, training and field trips that are part of the curriculum done in lieu of class time.
- Travel must be considered necessary and reasonable for the provision of services as determined by the Department.
- Travel should be by the least costly method considering time and expense—mileage, taxi, rental, airfare, etc.
- Travel is restricted to economy class and alternatives to travel must be considered first.
- Eligible costs for employees and volunteers only, include transportation, meals, incidentals and accommodation during travel status specifically related to the delivery of the program.
- CIC will fund the lesser of:
  - the rate outlined in the recipient's internal travel policy; **or**
  - the rate outlined in the [National Joint Council Travel Directive](#) (meals and incidentals up to the allowances set out in the Directive). Note that mileage rates include GST/HST. Recipients may separate GST/HST costs if they wish to claim the taxes separately.

## *Not Eligible*

- International travel
- Travel costs for executive or board meetings
- Employee travel from home to work

## Delivery Assistance Tools and Materials

- The delivery assistance tools and other associated costs must support direct service delivery to clients.
- CIC will fund photocopying or printing costs of non-copyrighted and copyrighted material approved for copying that relate directly to program delivery (e.g., handouts to newcomers).
- For ongoing programs, CIC will fund textbooks and other instructional material to augment existing delivery materials or to replace what is outdated broken or unusable. For new programs, CIC will fund the development or purchase of new delivery tools and materials.

## Notes:

- Other photocopying or printing is normally included in administration costs.
- General stationery and/or materials used for delivery assistance (e.g., pens, pencils, paper, etc.) are always to be included in administration costs.



# Funding Guidelines

## Research

- Research for projects that develop a policy or program as an outcome (i.e., indirect services) or for direct services projects
- Honoraria for participants in focus groups are eligible
- Consultant costs are to be included as “Professional and Consultant Fees”

## Conferences and Workshops

- Costs related to the organization of conferences, workshops and professional development days such as logistics and venue; costs for attendees to travel to these events are to be identified as travel costs;
- Honoraria payable to speakers at conferences and workshops;
- Food and/or refreshments for meetings, workshops, conferences and receptions;
- Food and beverage should always be the minimum necessary to accomplish the objective. The most common forms include:
  - o meals (food and non-alcoholic beverages offered as breakfast, lunch and/or dinner);
  - o refreshments (snacks and/or non-alcoholic beverages served between meals) as part of meetings, reception, workshops and conferences.
- Food and beverages should be the lesser of:
  - o the recipient’s policy on food and beverages; or
  - o the [Treasury Board Secretariat Policy on Travel, Hospitality, Conference and Event Expenditures](#).

## *Not Eligible*

- Purchase of alcoholic beverages or illegal substances
- Food and beverage for staff functions and events
- Employee food (breakfast, snack, lunch, etc.)
- Food and beverages routinely offered during training courses or recurring/regular meetings
- Food and beverages for field trips
- Food and beverage for meetings with public servants

## Publicity

- Includes costs related to publicity, purchase of promotional items and advertising to market or promote a particular service funded by CIC but not to promote the recipient organization itself.

# Funding Guidelines

## Professional and Consultant Fees

- Direct program/project costs such as translators, interpreters, subject matter experts, third-party evaluators and computer consultant.

Note:

- Professionals and consultants are not employees. Therefore, MERCs or mandatory salary-related costs and other benefits do not apply.
- Computer maintenance plan costs are not professional fees but rather are included as an administrative cost.

## Copyright Fees

- Fees related to approval of duplication/printing of copyrighted materials

## Support Services

- Support services include client transportation, translation and interpretation, provisions for disabilities, crisis counselling and child care. (Note: child care is described separately below).
- Support services, including child care, are normally limited to a maximum of 20% of the value of the CA.

### *Translation and Interpretation*

- Costs associated with translation of written documents (e.g., birth certificate, educational transcripts);
- Costs associated with an oral interpretation service that is essential to a client's immediate needs (e.g., communicate with recipient staff, schools);
- Note: The above costs would generally be listed under Salary, Wages and Benefits or Professional and Consultant Fees.

### *Provisions for Persons with Disabilities*

- Costs to allow a client with a physical or learning disability to participate in CIC-funded Settlement programming are eligible and include up to \$1,000 worth of equipment, as well as non-equipment provisions and arrangements such as special training materials and software (e.g., in Braille material or large print). They also include interpretation costs to support communication between hearing-impaired clients and recipient staff.
- Provisions and arrangements over \$1,000 are considered capital expenditures. Refer to the Capital Expenditures category under *Costs related to arrangements and devices for eligible clients with disabilities*.
- Provisions and arrangements under \$1,000 would generally be listed under Overhead Costs.



## Funding Guidelines

### *Crisis Counselling*

- Costs associated with crisis counselling would generally be listed under Salary, Wages and Benefits.

### *Child Care*

- Child care can be short term, long term or a combination of the two.
- Child care costs can include:
  - costs for unlicensed care that is in conformity with [CMAS standards](#);
  - costs for buying licensed spaces for children if onsite services are not available.
- Salaries and wages for child care staff to care for children, including set-up as well as clean-up time before and after the program on a daily basis as well as other related costs.

### *Not Eligible*

- Cash payments made directly to the client

### *Client Transportation*

- Transportation costs such as bus tickets or transportation tokens are eligible for clients who might otherwise have difficulty attending settlement programming.
- Exceptions will be considered when other modes of transportation are necessary due to lack of public transportation, where public transportation is not available or is not feasible, for example, taxis, car rentals or cost to run vehicles. Such costs are eligible. Recipients' staff may claim mileage—refer to the [National Joint Council kilometric rates](#).

### **Overhead Costs (i.e., Other Non-Salary Program Delivery Costs)**

- Other incremental costs directly related to program activities/delivery, excluding all costs in the “Negotiated Administrative Rate”.
- Includes:
  - rental of office space, utilities and equipment associated with program delivery;
  - communications costs directly related to program delivery, such as Internet access and telephone landlines to deliver online classes, conference calls/telephone lines to conduct surveys;



# Funding Guidelines

- o organizational membership/association fees associated with program delivery:
  - support for the maintenance of individual worker's credentials is not eligible
- o specific insurance costs related to delivery of activities (e.g., child care);
- o volunteer recognition awards (e.g., plaque) for CIC-funded programs—gift cards are not eligible;
- o security costs directly related to the delivery of a specific activity rather than the project as a whole.

## Capital Expenditures

- Necessary costs to the operation of the program for capital assets, such as computers, furniture, other tangible property, purchased and/or leased (with option to buy). It also includes leasehold improvements as well as costs for arrangements and devices for eligible clients with disabilities.
- Any assets costing more than the equivalent of \$1,000 CAN should be included in the capital category:
  - o Multiple items of one kind costing more than \$1,000 CAN are to be considered capital even if less than \$1,000 CAN individually (e.g., desks/tables and chairs for classes);
  - o Components: i.e., items that work together to make a whole are to be considered capital even if each item taken individually is less than the equivalent of \$1,000 CAN (e.g., computer, printer, screen, keyboard).
- Leased assets are to be considered capital if there is an option to buy in the lease agreement and if there is reasonable expectation that the lessee will obtain ownership at the end of the lease agreement.
- Maximum to be funded by CIC: there are two thresholds to be aware of with regard to capital expenditures, which should be considered in the following order (all costs refer to the Canadian dollar equivalent):
  1. The Department will reimburse capital expenditures up to and including 15% of the Total Direct Program Delivery expenditures.
  2. Within this 15% threshold, the Department will not reimburse capital expenditures in excess of 50% of the Total Direct Program Delivery in any given fiscal year.



## Funding Guidelines

The following table demonstrates a few scenarios in which the above are applied:

	<b>Fiscal Year 1 (Capital Expenditures)</b>	<b>Fiscal Year 2 (Capital Expenditures)</b>	<b>Total</b>
<b>Total Direct Program Delivery Expenditures</b>	\$600,000	\$1,500,000	\$2,100,000
<b>Maximum Capital Expenditures for the Agreement</b>			<b>\$315,000</b> (15% * \$2.1M)
<b>Maximum Capital Expenditures/Fiscal Year (50% of Program Delivery)</b>	\$300,000	\$750,000	

<b>Scenario 1:</b> A maximum of \$300K can be spent on capital expenditures in FY 1 with the remaining amount (up to \$315K) in the remaining fiscal years.	\$300,000	\$15,000	\$315,000
<b>Scenario 2:</b> A maximum of \$315K can be spent in FY 2 with no capital expenditures in FY 1.	\$0	\$315,000	\$315,000
<b>Scenario 3:</b> Less than \$300K can be spent on capital expenditures in FY 1 with the remaining amount (up to \$315K) to be spent in the remaining fiscal year.	\$200,000	\$115,000	\$315,000

### *Costs related to arrangements and devices for eligible clients with disabilities*

- Capital costs related to arrangements and devices for eligible clients with disabilities:
  - o to allow a client with a physical or learning disability to participate in CIC-funded settlement programming;
  - o includes provisions and arrangements for people with disabilities consisting of items over \$1,000, such as special equipment or furniture, ramps, and/or other features to make buildings and premises more accessible;
  - o cannot exceed \$10,000 per disabled client up to a maximum of \$100,000 per year per CA;
  - o applicants are to research what financial assistance may be offered by building owners, other levels of government or funders.

# Funding Guidelines

Note:

- In general, CIC does not:
  - o reimburse capital assets for administrative uses. It is expected that applicants will have this capital infrastructure in place and any capital funding requests will need to be directly tied to the delivery of the project/services (i.e., should not have the intention of building capacity). The proposed costs should add to the existing infrastructure and their necessity should be directly related to the successful delivery of the program/activity;
  - o co-fund capital asset acquisitions because it makes the disposal difficult;
  - o reimburse costs to acquire vehicles.

Not eligible

- Depreciation/amortization of capital assets

## Eligible GST/HST

- Where the recipient is eligible for a tax rebate or an input tax credit, CIC will fund up to 100% of the taxes paid on purchases less the tax rebate entitlements.
- When preparing the budget form, the amount to be funded by CIC should be estimated and included as a lump sum on the “HST/GST or other government taxes” line, if applicable, for both program delivery and capital cost categories. The amounts estimated on the individual line items will be the invoice amount net of the taxes.

Not eligible

- Penalties associated with government tax assessments/audits.

See below for Canadian GST/PST eligible rates.

Eligible GST/HST by Province to be Claimed by an Applicant																				
Public Service Bodies		GST or Federal Part of HST (5%) <sup>1</sup>		Ontario		Quebec		New Brunswick		Nova Scotia		Newfoundland & Labrador		Prince Edward Island						
				Provincial Part of HST (8%)		QST (9.975%) <sup>2</sup>		Provincial Part of HST (8%)		Provincial Part of HST (10%)		Provincial Part of HST (8%)		Provincial Part of HST (9%)						
				CRA	CIC	TOTAL Eligible	RQ	CIC	TOTAL Eligible	CRA	CIC	TOTAL Eligible	CRA	CIC	TOTAL Eligible	CRA	CIC	TOTAL Eligible		
Municipality	100%	0%	78%	22%	13.54%	0%	100%	66.61%	57.14%	43%	26.38%	57.14%	42.86%	28.57%	0%	100%	61.54%	0%	100%	64.29%
University	67%	33%	78%	22%	26.23%	47%	53%	46.32%	0%	100%	74.23%	67%	33.00%	33.00%	0%	100%	74.23%	0%	100%	76.07%
School Authority	68%	32%	93%	7%	16.62%	47%	53%	45.99%	0%	100%	73.85%	68%	32.00%	32.00%	0%	100%	73.85%	0%	100%	75.71%
Public College	67%	33%	78%	22%	26.23%	47%	53%	46.32%	0%	100%	74.23%	67%	33.00%	33.00%	0%	100%	74.23%	0%	100%	76.07%
Hospital Authority	83%	17%	87%	13%	14.54%	51.5%	48.5%	17.98%	0%	100%	68.08%	83%	17.00%	17.00%	0%	100%	68.08%	0%	100%	70.36%
Charity	50%	50%	82%	18%	30.31%	50%	50%	50.00%	50%	50%	50.00%	50%	50.00%	50.00%	50%	50%	50.00%	35%	65%	59.64%
Non-profit Org.	50%	50%	82%	18%	30.31%	50%	50%	50.00%	50%	50%	50.00%	50%	50.00%	50.00%	50%	50%	50.00%	35%	65%	59.64%

Notes:

1. For provinces where HST/PST does not apply (AB, SK, MB, NWT, NU, YK, BC), the CIC eligible amount is applied on the GST only. Any eligible PST amount should be claimed under the line item for which the expense is incurred (e.g., if a computer was purchased for \$1,000 and the recipient is a NPO, you would record the net price + the PST on the “Capital” line item and \$25 on the “Eligible GST/HST” line item).
2. QST is now applied on the total selling price not including GST. However, the total taxes payable remain the same overall and therefore the QST rate has been increased to 9.975%.



## Funding Guidelines

### Negotiated Administration Rate

- The Department is using a flat rate for administration-related expenses. The flat rate constitutes a percentage (generally not exceeding 15%) of CIC's total contribution for program delivery expenses.
- When preparing your budget submission, you must make sure that no cost associated with administration is included under the program delivery cost category and vice-versa.
- Administrative costs are presented as a single line item on the budget and will normally be exempt from detailed review and audit as the CA is managed and monitored. Additional details regarding the determination of the percentage will be requested during negotiations for successful applicants.
- The flat rate will be applied against the total eligible program delivery costs for each claim submitted over the life cycle of the agreement (i.e., the maximum amount of administrative expenses claimable are directly related to the amount of program delivery expenses incurred in any given period).
- The following costs are considered administrative:
  - o personnel costs associated with corporate functions (e.g., executive director's office, finance, HR, corporate administrative assistant, etc.);
  - o rent and utility as well as other facility charges associated with the corporate functions;
  - o telephone, facsimile, Internet or other communications costs that are administrative in nature or normally centralized (e.g., communications costs for scheduling appointments, responding to enquiries, Internet/phones at an employee's desk who delivers services);
  - o all postage;
  - o printing and photocopying, except for delivery assistance tools and materials;
  - o photocopier lease (if not considered capital);
  - o bank charges;
  - o payroll charges;
  - o all office supplies;
  - o travel, accommodation and other costs related to the administration of the CA for corporate personnel;
  - o financial statement audit costs;
  - o standard insurance costs (e.g., property and board of directors liability);
  - o payroll charges (if outsourced);
  - o staff recruitment, including, but not limited to security/police checks, costs related to posting advertisements, etc.;

# Funding Guidelines

- o general software upgrades and purchases and/or licenses (e.g., MS Office products, Windows, etc.);
  - o consultants used to evaluate the feasibility, creation or modification of/to existing infrastructure (e.g., accessibility (ramps, elevators, etc.), information systems (accounting, databases, etc.), health and safety (Heating, Ventillation and Air Conditioning (HVAC), etc.) servers, etc.); and
  - o legal fees.
- In certain situations, the costs can be split between administrative and program delivery. Exceptions to the strictly administrative costs listed above include the:
  - o executive director's salary if that person contributes directly to program delivery (e.g., delivers a language class);
  - o communications costs if they are used exclusively for program delivery (e.g., teleconference line to conduct focus groups for indirect services);
  - o incremental insurance (e.g., additional insurance beyond the organization's basic coverage such as insurance needed for transportation of clients to attend services, etc.);
  - o software specifically for direct delivery (e.g., a language program installed on lab computers used solely by clients).

## Other Ineligible Costs

The following are other costs that are ineligible. Note that CIC reserves the right to identify other ineligible expenses on a case-by-case basis:

- activities/costs already paid for by other partner(s) and/or funder(s);
- activities/costs undertaken/incurred before the signing of a CA;
- annual general meetings or regular executive board meetings of an organization or association, including related travel;
- any type of fees for board of directors such as directors' fees, volunteer board members or other governing bodies;
- compliance audits;
- contingency/miscellaneous fees;
- costs related to validation of clients' professional credentials;
- depreciation/amortization of capital assets;
- costs associated with in-kind contributions;
- profit-making activities;
- start-up and operational costs for organizations (i.e., capacity building costs);



## Funding Guidelines

- cash payments to eligible client.

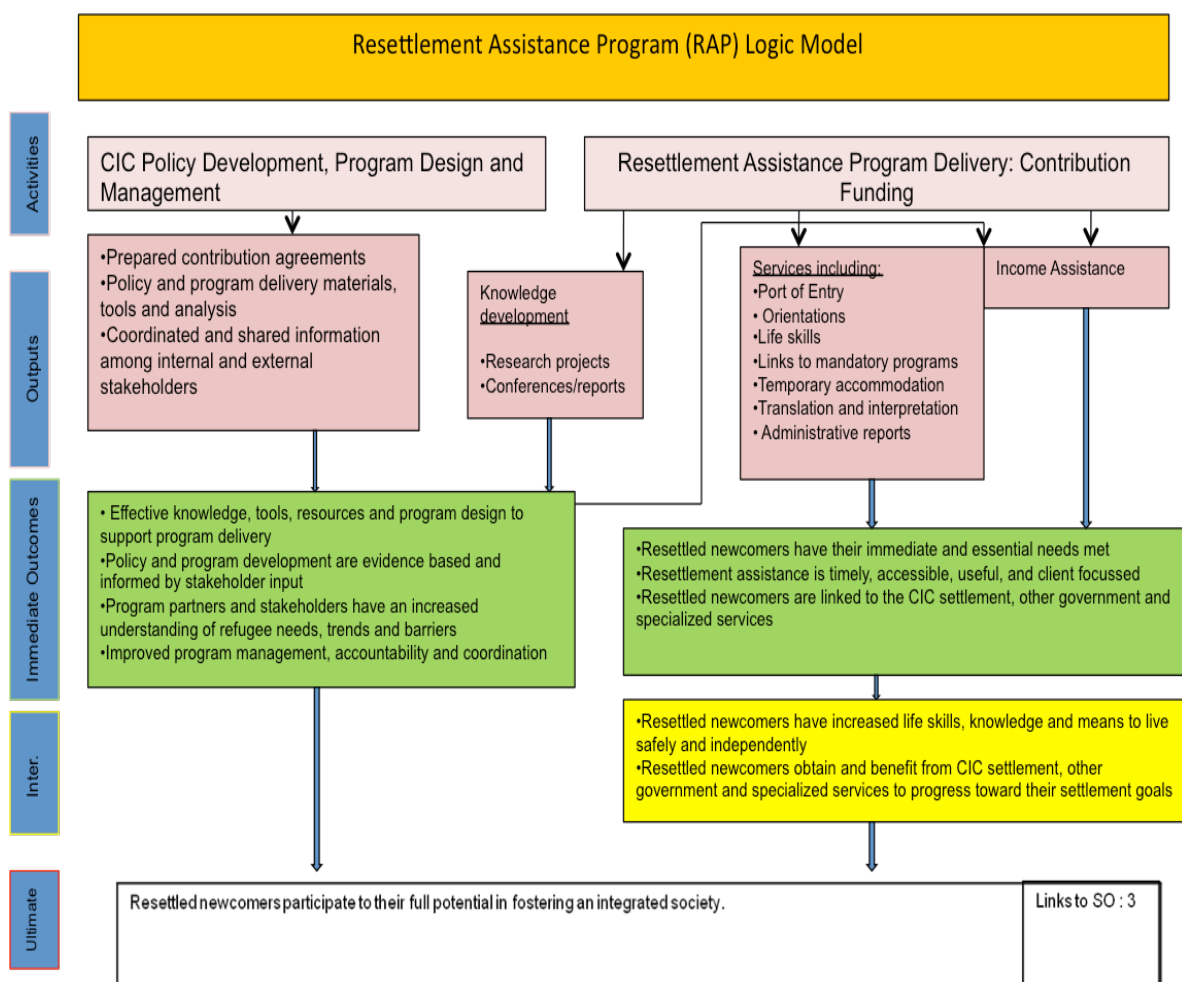
### Annex E: Settlement Program—Sample Budget

Line Item	Description	Fiscal Year Value
<b>Program Delivery</b>		
Salaries, wages and benefits	1 Program coordinator	\$45,000
Salaries, wages and benefits	6 Employment counsellors (\$23.15-\$32.75 per hour; 35 h/week for 52 weeks)	\$316,680
Salaries, wages and benefits	23 Language Instructors (P/T and F/T to deliver 14 classes for 6.5 h/d, 48 weeks; \$21.50-\$35.50 per hour )	\$492,480
Salaries, wages and benefits	1 Child care coordinator (6.5 h/d, 49 weeks; \$38,000 annually)	\$38,000
Salaries, wages and benefits	2 Child care workers (6.5 h/d, 48 weeks; \$13.50-15.00 per hour)	\$45,240
Salaries, wages and benefits	Benefits: EI, CPP, vacation, health plan (50/50 co-pay) averaging 14.8% of wages	\$138,735
Training and professional development	Registration fees	\$1,000
Travel, accommodation and related costs	Staff travel to deliver local workshops (average 1 per week, 48 weeks; mileage and parking);	\$1,200
Travel, accommodation and related costs	Staff travel to conferences (4 - flight, accommodation, meals and incidentals) , workshops, training	\$7,500
Delivery assistance tools and material	Photocopy of materials and printed materials for clients (e.g., classroom), new instructional videos for classroom use	\$17,900
Research	Honoraria for focus group participants (4 focus groups; 6-8 participants; \$45 per participant)	\$1,440
Conferences and workshops	Workshop facilitator for 3 workshops; workshop material printing	\$8,000
Publicity	Design and production of revised brochure on available services (CIC share 70% of \$6500)	\$4,550,
Professional and consultant fees	Research consultant to develop new program evaluation tools	\$15,000
Copyright fees	Worksheets used in language training	\$1,500
Child care	Snacks, materials and supplies (replacement toys, books, cleaning),	\$9,640
Client transportation costs	Client bus tickets (estimate 35 clients per week x \$25)	\$42,000
Overhead costs	Rent, utilities, cleaning (CIC share 80% of \$450,000)	\$360,000
Eligible GST/HST		\$11,640
	Total	\$1,557,505
<b>Administrative</b>		
Proposed Administrative Rate	9.2%	\$143,290
<b>Capital</b>		
Capital expenditure	replacement of 4-5 computers and peripherals for computer lab	\$4,500
Eligible GST/HST		\$113
	Total	\$4,613
<b>Fiscal Year Total</b>		<b>\$1,705,409</b>

Please note that the budget template available in the online system will look different from this sample. This sample budget is being provided to illustrate the level of details CIC requires in your application.

# Funding Guidelines

## Annex F: Resettlement Assistance Program—Logic Model





## Funding Guidelines

### Annex G: Resettlement Assistance Program—Existing GAR-Receiving Centres

Currently, government-assisted refugees (GARs) resettled to Canada (outside Quebec) are destined to one of 23 communities where they receive Resettlement Assistance Program (RAP) services upon arrival. However, Citizenship and Immigration Canada (CIC) will also consider proposals received through this CFP from non-traditional GAR-receiving centres where there is high labour market demand.

Province		Destination Community
1	Alberta	Calgary
2	Alberta	Edmonton
3	Alberta	Lethbridge
4	Alberta	Medicine Hat
5	Alberta	Red Deer
6	British Columbia	Vancouver
7	Manitoba	Winnipeg
8	New Brunswick	Fredericton
9	New Brunswick	Moncton
10	New Brunswick	Saint John
11	Newfoundland and Labrador	St. John's
12	Nova Scotia	Halifax
13	Ontario	Hamilton
14	Ontario	Kitchener
15	Ontario	London
16	Ontario	Ottawa
17	Ontario	Toronto
18	Ontario	Windsor
19	Prince Edward Island	Charlottetown
20	Saskatchewan	Moose Jaw
21	Saskatchewan	Prince Albert
22	Saskatchewan	Regina
23	Saskatchewan	Saskatoon



# Funding Guidelines

## Annex H: Resettlement Assistance Program—Budget Submission Details

The information in this Annex will help you prepare the budget template portion of the *Application for Funding Form*.

A few points to note:

- Only costs listed below are eligible under National CFP 2015.
- Only complete sections that apply to you.
- It is important that the overall cost of your project is as accurate as possible.
- Successful applicants may be asked to provide additional budget details.
- When providing budget details, note that CIC will fund the fair share of the total costs (e.g., if you are proposing that an employee is to work only 30% of his/her time on the project, CIC will fund up to 30% of the salary cost).
- Where costs are to be shared among different funders and/or projects, a cost allocation matrix/model may be required to ensure the fair share of cost distribution. This should include the methodology used to determine cost drivers (e.g., square footage, full-time equivalents, level of funding, etc.) and the breakdown by funders (including CIC's share).

### Eligible Costs for the Resettlement Program

#### Salaries, Wages and Benefits

In general, CIC will contribute toward the proposed expenses related to the **position** for the provision of services under a contribution agreement, not the **person**. This means that CIC will contribute to the costs of a position, for example, a reception house staff. If the person hired for this position were to take maternity leave, CIC would no longer contribute to that salary cost. However, CIC would contribute to the cost of a replacement staff.

#### *Gross Salaries and Wages*

- Wages should reflect the prevailing rate for jobs at a similar level in the local labour market.
- When preparing the budget form, each part-time and full-time position, if applicable (including those at different wage levels in the same job), should be listed by job title grouping multiple personnel in the same category (e.g., three reception house staff). The rates of pay, hours of work per week and number of weeks (or any other frequency based on the pay frequency) should be listed for each position. For full-time positions, either fully or partially funded by CIC where salary is based on an annual rate, the annual salary (pro-rated, if applicable) should be listed. In addition, for shared costs, the percentage of CIC's portion should be clearly stated.



## Funding Guidelines

- Vacation pay and paid leave are eligible expenses; however, CIC will not fund both for an individual employee, only one or the other.
  - o **Vacation pay** is expressed as a percentage of the wages or salary, which is paid to the employee every pay period OR as a lump sum payout annually. Where there is no collective agreement, provincial or territorial rates can be consulted when establishing the basis for vacation pay.
  - o **Paid leave** represents vacation time off earned by employees as they work.
- Overtime is only paid in exceptional circumstances and; therefore, should not be included in the budget submission.

### *Mandatory Employment-Related Costs (MERCs)*

- In the budget submission, describe the MERCs and other benefits that will be provided and the average percentage of wages these represent (see Annex I: Resettlement Assistance Program—Budget Sample).
- MERCs are costs that employers are required to pay based on federal and provincial/territorial laws.
- Under Canadian federal law, MERCs include employment insurance (EI) and Canada Pension Plan (CPP).
- Vacation pay is mandatory in all provinces and territories. Provinces and territories may also require such things as workers' compensation (e.g., Workplace Safety and Insurance Board in Ontario), health taxes (e.g., Employers Health Tax in Ontario), education taxes, provincial pension plans; etc.
- The budget submission should identify the specific MERCs for which funding is being sought (note that although employees also contribute to EI and CPP, these costs are part of gross salary and; therefore, would be included in the budget as part of salary expenses).
- Statutory holidays will be funded according to the employment standards of the province or territory. These statutory holidays must be identified in the employer's personnel policy or equivalent.

### *Other Benefits*

- Discretionary benefits as per the employer's personnel policy or equivalent, may include:
  - o medical insurance plans
  - o dental insurance plans
  - o life insurance
  - o private pension plans or registered retirement savings plans

# Funding Guidelines

- Discretionary benefits must be offered to all staff under the employer's personnel policy or equivalent, not solely to those staff members working on the project requesting CIC funding.
- Typically not all employees will take full advantage of all these benefits (e.g., some employees might decline one or more health-care benefits if they are covered under a spousal plan). The budget submission should reflect an amount that corresponds to the rate of uptake. CIC is not mandated to contribute 100% of these benefits.

## *Not Eligible*

- Pay in lieu of benefits;
- Employee benefits not administered by a third party;
- Severance pay (except if legislated mandatory employer cost);
- Long-term disability (CIC can require that the recipient specify what is meant by "short term" in their human resources (HR) policy. Where there is no provision for this in the HR policy, CIC defines long-term as greater than eight weeks);
- Any forms of remuneration for board of directors;
- Payroll penalties (as assessed by the Canada Revenue Agency or other bodies);
- Staff bonuses;
- Salary costs related to union activities;
- Paid lunch breaks (except if legislated mandatory employer costs);
- Retroactive salary adjustments and signing bonuses resulting from collective agreement bargaining (unless within funding period);
- Claims for sick days that employees have accumulated, but not used, are not eligible (i.e., payout of unused sick leave is not an eligible expense);
- Extra costs resulting from paid leave;
- Costs associated with staff retention and recognition;
- Maternity or parental leave, except if required by legislation.

## **Training and Professional Development**

- Professional development activities must be directly related to the activities and objectives of the project as well as improve staff performance in the delivery of programs.
- Eligible costs include tuition and registration fees.
- CIC will contribute toward the salary costs when an employee is on training.



# Funding Guidelines

## *Not Eligible*

- Training and professional development that is directed toward capacity building (i.e., employees hired for a position should have the skills required to perform the duties of said position).
- Costs for replacement employees hired to work during a training activity.

## **Travel, Accommodation and Related Costs**

- Employees and volunteers can claim travel directly related to delivery of the project, including travel for professional development, workshops, conferences and training.
- Travel must be considered necessary and reasonable for the provision of services as determined by the Department.
- Travel should be by the least costly method considering time and expense—mileage, taxi, rental, airfare, etc.
- Travel is restricted to economy class and alternatives to travel must be considered first.
- Eligible costs for employees and volunteers only, include transportation, meals, incidentals and accommodation during travel status, specifically related to the delivery of the program.
- CIC will fund the lesser of:
  - the rate outlined in the recipient's internal travel policy; **or**
  - the rate outlined in the [National Joint Council Travel Directive](#) (meals and incidentals up to the allowances set out in the Directive). Note that mileage rates include GST/HST. Recipients may separate out GST/HST costs if they wish to claim it separately.

## *Not Eligible*

- International travel
- Travel costs for executive or board meetings
- Employee travel from home to work

## **Delivery Assistance Tools and Materials**

- The delivery assistance tools and other associated costs must support direct service delivery to clients.
- CIC will fund photocopying or printing costs of non-copyrighted and copyrighted material approved for copying that relate directly to program delivery (e.g., handouts to newcomers).
- Note:
  - Other photocopying or printing is normally included in administration costs.
  - General stationery and/or materials used for delivery assistance (e.g., pens, pencils, paper, etc.) are always to be included in administrative costs.

# Funding Guidelines

## Research

- Research for projects that develop a policy or program as an outcome (i.e., indirect services) or for direct services projects
- Honoraria for participants in focus groups are eligible
- Consultant costs are to be included as 'Professional and Consultant Fees'

## Conferences and Workshops

- Costs related to the organization of conferences, workshops and professional development days, such as logistics and venue; costs for attendees to travel to these events are to be identified as Travel Costs;
- Honoraria payable to speakers at conferences and workshops;
- Food and/or refreshments for meetings, workshops, conferences and receptions;
- Food and beverage should always be the minimum necessary to accomplish the objective. The most common forms include:
  - meals (food and non-alcoholic beverages offered as breakfast, lunch and/or dinner);
  - refreshments (snacks and/or non-alcoholic beverages served between meals) and as part of meetings, reception, workshops and conferences.
- Food and beverages should be the lesser of:
  - the recipient's policy on food and beverages; or
  - the [Treasury Board Secretariat Policy on Travel, Hospitality, Conference and Event Expenditures](#).

## *Not Eligible*

- Purchase of alcoholic beverages or illegal substances
- Food and beverage for staff functions and events
- Employee food (breakfast, snack, lunch, etc.)
- Food and beverages routinely offered during training courses or recurring/regular meetings
- Food and beverage for meetings with public servants

## Publicity

- Includes costs related to publicity, purchase of promotional items and advertising to market or promote a particular service funded by CIC but not to promote the recipient organization itself.



# Funding Guidelines

## Professional and Consultant Fees

- Direct program/project costs such as translators, interpreters, subject matter experts, third-party evaluators and computer consultants.

### Note:

- o Professionals and consultants are not employees. Therefore, MERCs or mandatory salary-related costs and other benefits do not apply.
- o Computer maintenance plan costs are not professional fees but rather are included as an administrative cost.

## Copyright Fees

- Fees related to approval of duplication/printing of copyrighted materials

## Client Transportation

- In-Canada costs to transport clients (e.g., from the port of entry to temporary accommodation) are eligible.
- Recipients' staff may claim mileage. CIC will fund the lesser of the mileage rate in the recipient's internal travel policy or the [National Joint Council kilometric rates](#).

## Temporary Accommodation

- Costs associated with maintaining a facility to house and feed eligible RAP clients prior to placement in permanent accommodation (i.e., reception house).
- Commercial accommodation format is also eligible but should be used under the following situations where:
  - o there is no reception house;
  - o there are no available spaces in the reception house; or
  - o the reception house cannot accommodate certain needs (i.e., mobility).

## Temporary Allowance

- Reasonable and necessary daily allowances to cover the costs of incidental expenditures necessary to the client while they are residing in temporary accommodations (e.g., costs related to the purchase of calling cards, costs associated with providing transportation (bus tickets/tokens), etc.).

# Funding Guidelines

## **Costs of Meals for RAP Clients**

- The costs associated with providing meals to eligible clients (i.e., in a reception house)
- Costs associated with providing eligible RAP clients with a means to obtain food while the client is residing in temporary accommodations

## **Overhead Costs (i.e., Other Non-Salary Program Delivery Costs)**

- Other incremental costs directly related to program activities/delivery, excluding all costs in the “Negotiated Administrative Rate”.
- Includes:
  - o rental of office space, utilities and equipment associated with program delivery;
  - o communications costs directly related to program delivery such as Internet access for a computer dedicated to eligible RAP clients (e.g., Internet to a computer in a general area (lobby) for eligible RAP clients to use);
  - o membership/association fees associated with program delivery;
  - o specific insurance costs related to delivery of activities (e.g., transportation);
  - o volunteer recognition awards (e.g., plaque) for CIC-funded programs;
  - o security costs directly related to the delivery of a specific activity or project rather than the organization as a whole.

## *Provisions for Disabilities*

- Costs to allow a client with a physical or learning disability to participate in CIC-funded resettlement programming are eligible and include up to \$1,000 worth of equipment, as well as non-equipment provisions and arrangements such as special training materials and software (e.g., in Braille material or large print). They also include interpretation costs to support communication between the deaf or hearing-impaired clients and recipient staff.
- Provisions and arrangements costing over \$1,000 are considered capital expenditures. Refer to the Capital Expenditures category above, under *Costs related to arrangements and devices for eligible clients with disabilities*.
- Provisions and arrangements under \$1,000 would generally be listed under Overhead Costs.



## Funding Guidelines

### *Not Eligible*

- Fees associated with the maintenance of individual worker's credentials
- Gift cards as a mechanism for volunteer recognition
- There are two thresholds to be aware of with regard to capital expenditures, which should be considered in the following order (all costs refer to the Canadian dollar equivalent):
- Child care
- Crisis counselling
- Employee mileage and car allowance (from home to work)

### **Capital Expenditures**

- Capital expenditures deemed by the Department to be necessary costs that the service provider expects to incur as capital assets purchased and/or leased (e.g., computers, furniture and other tangible property). This includes leasehold improvements, and costs for arrangements and devices for RAP clients with disabilities. Any assets costing more than the equivalent of \$1,000 CAN should be included in the capital category:
  - Multiple items of one kind costing more than \$1,000 CAN are to be considered capital even if less than the equivalent of \$1,000 CAN individually (e.g., desks/tables and chairs for classes).
  - Components: i.e., items that work together to make a whole are to be considered capital even if each item taken individually is less than the equivalent of \$1,000 CAN (e.g., computer, printer, screen, keyboard).
- Leased assets are to be considered capital if there is an option to buy in the lease agreement and if there is reasonable assurance that the lessee will obtain ownership at the end of the lease agreement;
- Maximum to be funded by CIC: there are two thresholds to be aware of with regard to capital expenditures, which should be considered in the following order (all cost refer to the Canadian dollar equivalent):
  1. The Department will reimburse capital expenditures up to and including 15% of the total value of the CA.
  2. Within this 15% threshold, the Department will not reimburse capital expenditures in excess of 50% of the total CA amount in any given fiscal year.



# Funding Guidelines

The following table demonstrates a few scenarios in which the above are applied:

	Fiscal Year 1 (Capital Expenditures)	Fiscal Year 2 (Capital Expenditures)	Total
<b>Total Value of the Contribution Agreement</b>	\$600,000	\$1,500,000	\$2,100,000
<b>Maximum Capital Expenditures for the Agreement</b>			<b>\$315,000</b> (15% * \$2.1M)
<b>Maximum Capital Expenditures/Fiscal Year</b> (50% of Total Contribution Agreement)	\$300,000	\$750,000	

<b>Scenario 1:</b> A maximum of \$300K can be spent on capital expenditures in FY 1 with the remaining amount (up to \$315K) in the remaining fiscal year.	\$300,000	\$15,000	\$315,000
<b>Scenario 2:</b> A maximum of \$315K can be spent in FY 2 with no capital expenditures in FY 1.	\$0	\$315,000	\$315,000
<b>Scenario 3:</b> Less than \$300K can be spent on capital expenditures in FY 1 with the remaining amount (up to \$315K) to be spent in the remaining fiscal year	\$200,000	\$115,000	\$315,000

Note:

- In general, CIC does not:
  - o reimburse capital assets for administrative uses. It is expected that applicants will have this capital infrastructure in place and any capital funding requests will need to be directly tied to the delivery of the project/services (i.e., should not have the intention of building organizational capacity). The proposed costs should add to the existing infrastructure and their necessity should be directly related to the successful delivery of the program/activity.
  - o co-fund capital asset acquisitions because it makes the disposal difficult.
  - o reimburse costs to acquire vehicles when leasing or other cost-effective methods can be considered.

# Funding Guidelines

## Costs related to arrangements and devices for eligible clients with disabilities

- Capital costs related to arrangements and devices for eligible clients with disabilities:
  - to allow a client with a physical or learning disability to participate in CIC-funded resettlement programming;
  - includes provisions and arrangements for people with disabilities consisting of items over \$1,000, such as special equipment or furniture, ramps, and/or other features to make buildings and premises more accessible;
  - the portion related to arrangements and devices for RAP clients with disabilities cannot exceed \$10,000 per disabled client up to a maximum of \$100,000 per year per arrangement unless otherwise approved by the Department to respond to RAP clients' needs;
  - applicants are to research what financial assistance may be offered by building owners, other levels of government or funders.

### Not eligible

- Depreciation/amortization of capital assets

## Eligible GST/HST

- Where the recipient is eligible for a tax rebate or an input tax credit, CIC will fund up to 100% of the taxes paid on purchases less the tax rebate entitlements.
- When preparing the budget form, the amount to be funded by CIC should be estimated and included as a lump sum on the "HST/GST or other government taxes" line, if applicable, for both program delivery and capital cost categories. The amounts estimated on the individual line items will be the invoice amount net of the taxes.

### Not Eligible

- Penalties associated with government tax assessments/audits

See below for Canadian GST/PST eligible rates.

Eligible GST/HST by Province to be Claimed by an Applicant																	
Public Service Bodies	GST or Federal Part of HST (5%) <sup>1</sup>		Ontario			Quebec			New Brunswick			Nova Scotia			Newfoundland & Labrador		
			Provincial Part of HST (8%)			QST (9.975%) <sup>2</sup>			Provincial Part of HST (8%)			Provincial Part of HST (10%)			Provincial Part of HST (8%)		
	CRA	CIC Eligible	CRA	CIC	TOTAL CIC	RQ	CIC	TOTAL CIC	CRA	CIC	Eligible	CRA	CIC	Eligible	CRA	CIC	TOTAL CIC
Municipality	100%	0%	78%	22%	13.54%	0%	100%	66.61%	57.14%	43%	26.38%	57.14%	42.86%	28.57%	0%	100%	61.54%
University	67%	33%	78%	22%	26.23%	47%	53%	46.32%	0%	100%	74.23%	67%	33.00%	33.00%	0%	100%	74.23%
School Authority	68%	32%	93%	7%	16.62%	47%	53%	45.99%	0%	100%	73.85%	68%	32.00%	32.00%	0%	100%	73.85%
Public College	67%	33%	78%	22%	26.23%	47%	53%	46.32%	0%	100%	74.23%	67%	33.00%	33.00%	0%	100%	74.23%
Hospital Authority	83%	17%	87%	13%	14.54%	51.5%	48.5%	37.98%	0%	100%	68.08%	83%	17.00%	17.00%	0%	100%	68.08%
Charity	50%	50%	82%	18%	30.31%	50%	50%	50.00%	50%	50%	50.00%	50%	50.00%	50.00%	50%	50%	50.00%
Non-profit Org.	50%	50%	82%	18%	30.31%	50%	50%	50.00%	50%	50%	50.00%	50%	50.00%	50.00%	50%	50%	50.00%

#### Notes:

1. For provinces where HST/PST does not apply (AB, SK, MB, NWT, NU, YK, BC), the CIC eligible amount is applied on the GST only. Any eligible PST amount should be claimed under the line item for which the expense is incurred (e.g., if a computer was purchased for \$1,000 and the recipient is a NPO, you would record the net price + the PST on the "Capital" line item and \$25 on the "Eligible GST/HST" line item).

2. QST is now applied on the total selling price not including GST. However, the total taxes payable remain the same overall and therefore the QST rate has been increased to 9.975%.

# Funding Guidelines

## Negotiated Administration Rate

- The Department is using a flat rate for administration-related expenses. The flat rate constitutes a percentage (generally not exceeding 15%) of CIC's total contribution for program delivery expenses.
- When preparing your budget submission, you must make sure that no cost associated with administration is included under the program delivery cost category and vice-versa.
- Administrative costs are presented as a single line item on the budget and will normally be exempt from detailed review and audit as the CA is managed and monitored. Additional details regarding the determination of the percentage will be requested during negotiations for successful applicants.
- The flat rate will be applied against the total eligible program delivery costs for each claim submitted over the life cycle of the agreement (i.e., the maximum amount of administrative expenses claimable are directly related to the amount of program delivery expenses incurred in any given period).
- The following costs are considered administrative:
  - o personnel costs associated with corporate functions (e.g., executive director's office, finance, HR, corporate administrative assistant, etc.);
  - o rent and utility as well as other facility charges associated with the corporate functions;
  - o telephone, facsimile, Internet or other communications costs that are administrative in nature or normally centralized (e.g., communications costs for scheduling appointments, responding to enquiries, Internet and phones at an employee's desk who delivers services);
  - o all postage;
  - o printing and photocopying, except for delivery assistance tools and materials;
  - o photocopier lease (if not considered capital);
  - o bank charges;
  - o payroll charges;
  - o all office supplies;
  - o travel, accommodation and other costs related to the administration of the CA for corporate personnel;
  - o financial statement audit costs;
  - o standard insurance costs (e.g., property and board of directors liability);
  - o payroll charges (if outsourced);
  - o staff recruitment, including, but not limited to security/police checks, costs related to posting advertisements, etc.;



## Funding Guidelines

- o general software upgrades and purchases and/or licenses (e.g., MS Office products, Windows, etc.);
- o consultants used to evaluate the feasibility, creation or modification of/to existing infrastructure (e.g., accessibility (ramps, elevators, etc.), information systems (accounting, databases, etc.), health and safety (HVAC, etc.) servers, etc.); and
- o legal fees.
- In certain situations, the costs can be split between administrative and program delivery. Exceptions to the strictly administrative costs listed above include the:
  - o executive director's salary if that person contributes directly to program delivery (e.g., delivers a workshop);
  - o communications costs if they are used exclusively for program delivery (e.g., teleconference line to conduct focus groups for indirect services);
  - o incremental insurance (e.g., additional insurance beyond the organization's basic coverage such as insurance needed for transportation of clients to attend services, etc.);
  - o software specifically for direct delivery.

### Other Ineligible Costs

The following are other costs that are ineligible. Note that CIC reserves the right to identify other ineligible expenses on a case-by-case basis:

- activities/costs already paid for by other partner(s) and/or funder(s);
- activities/costs undertaken/incurred before the signing of a contribution agreement;
- annual general meetings or regular executive board meetings of an organization or association, including related travel;
- any type of fees for board of directors such as directors' fees, volunteer board members or other governing bodies;
- compliance audits;
- contingency/miscellaneous fees;
- costs related to validation of clients' professional credentials;
- depreciation/amortization of capital assets;
- in-kind expenses;
- profit-making activities;
- eligible costs that exceed the [National Joint Council's Travel and Hospitality Directive](#);
- start-up and operational costs for organizations (i.e., capacity building costs for the organization).

# Funding Guidelines

## Annex I: Resettlement Assistance Program—Sample Budget

Line Item	Description	Fiscal Year Value
<b>Program Delivery</b>		
Salaries, wages and benefits	1 Program coordinator	\$45,000
Salaries, wages and benefits	3 RAP counsellors (\$23.15-\$28.75 per hour; 35 h/week for 52 weeks)	\$144,000
Salaries, wages and benefits	1 Lifeskills Coordinator	\$42,000
Salaries, wages and benefits	Benefits: EI, CPP, vacation, health plan (50/50 co-pay) averaging 14.8% of wages	\$34,188
Training and professional development	Registration fees	\$1,000
Travel, accommodation and related costs	Staff travel (mileage) for 4 program workers	\$3,600
Travel, accommodation and related costs	Staff travel to conferences (4 - flight, accommodation, meals and incidentals) , workshops, training	\$7,500
Delivery assistance tools and material	Photocopy of materials and printed materials for RAP material	\$2,000
Professional and consultant fees	interpreters and translation fees	\$7,500
Client transportation costs	incl. transportation at arrival, to health appointments, from temp to perm accommodation, bus tickets	\$15,000
Temporary Accommodation	est. 300 clients @ avg of 12 nights - room rate ranges from \$85.00 (single) - \$110 (family)/night	\$129,060
Temporary Allowance	approx. \$50 per adult client (est. 170 clients)	\$8,500
Cost of Meals	\$28/day x 13 days x 300 clients	\$109,200
Overhead costs	Rent, utilities, cleaning (CIC share 5% of \$450,000)	\$22,500
Eligible GST/HST		\$7,647
	Total	\$578,695
<b>Administrative</b>		
Proposed Administrative Rate	6.7%	\$38,773
<b>Capital</b>		
Capital expenditure	replacement of 2 computers and peripherals for program staff	\$2,000
Eligible GST/HST		\$113
	Total	\$2,113
<b>Fiscal Year Total</b>		<b>\$619,581</b>

Please note that the budget template available in the online system will look different from this sample. This sample budget is being provided to illustrate the level of details CIC requires in your application.



## Funding Guidelines

### Annex J: Inter-Action (Multiculturalism) Program—Budget Submission Details

The information in this Annex will help you prepare the budget template portion of the *Application for Funding Form*.

A few points to note:

- Only costs listed below are eligible under National CFP 2015.
- Only complete sections that apply to you.
- It is important that the overall cost of your project is as accurate as possible.
- Successful applicants may be asked to provide additional budget details.
- When providing budget details, note that Citizenship and Immigration Canada (CIC) will fund the fair share of the total costs (e.g., if you are proposing that an employee is to work only 30% of his/her time on the project, CIC will fund up to 30% of the salary cost).
- Where costs are to be shared among different funders and/or projects, a cost allocation matrix/model may be required to ensure the fair share of cost distribution. This should include the methodology used to determine cost drivers (e.g., square footage, full-time equivalents, level of funding, etc.) and the breakdown by funders (including CIC's share).

### Eligible Costs Definitions for the Inter-Action (Multiculturalism) Program

Pertinent, reasonable and essential expenses required to accomplish the objectives of the project will be considered eligible expenses.

### Salaries, Wages and Benefits

In general, CIC will contribute toward the proposed expenses related to the **position** for the provision of services under a contribution agreement, not the **person**. This means that CIC will contribute to the costs of a position, for example, a project coordinator. If the person hired for this position were to take maternity leave, CIC would no longer contribute to that salary cost. However, CIC would contribute to the cost of a replacement staff.

#### *Gross Salaries and Wages*

- *Usually, salaries and employee benefits do not exceed 50% of total approved funding.*
- The CIC salary contribution will match the prevailing rate for jobs at a similar level in the local labour market. CIC will limit its contribution in cases where it determines the recipient is paying above-market wages.

# Funding Guidelines

- When preparing the budget form, each part-time and full-time position, if applicable (including those at different wage levels in the same job), should be listed by job title grouping multiple personnel in the same category (e.g., two project coordinators). The rates of pay, hours of work per week and number of weeks (or any other frequency based on the pay frequency) should be listed for each position. For full-time positions, either fully or partially funded by CIC, where salary is based on an annual rate, the annual salary (pro-rated, if applicable) should be listed. In addition, for shared costs, the percentage of CIC's portion should be clearly stated.
- Vacation pay and paid leave are eligible expenses; however, CIC will not fund both for an individual employee, only one or the other:
  - o **Vacation pay** is expressed as a percentage of the wages or salary, which gets paid to the employee every pay period OR as a lump sum payout annually. Where there is no collective agreement, provincial or territorial rates can be consulted when establishing the basis for vacation pay.
  - o **Paid leave** represents vacation time off earned by employees as they work.

## *Mandatory Employment-Related Costs (MERCs)*

- In the budget submission, describe the MERCs and other benefits that will be provided and the average percentage of wages these represent (see Annex K: Inter-Action Program—Budget Sample).
- MERCs are costs that employers are required to pay based on federal and provincial/territorial laws.
- Under Canadian federal law, MERCs include employment insurance (EI) and Canada Pension Plan (CPP).
- Vacation pay is mandatory in all provinces and territories. Provinces and territories may also require such things as workers' compensation (e.g., Workplace Safety and Insurance Board in Ontario), health taxes (e.g., Employers Health Tax in Ontario), education taxes, provincial pension plans; etc.
- The budget submission should identify the specific MERCs for which funding is being sought (note that although employees also contribute to EI and CPP, these costs are part of gross salary and therefore would be included in the budget as part of salary expenses).
- Statutory holidays will be funded according to the employment standards of the province or territory. These must be identified in the employer's personnel policy or equivalent.



## Funding Guidelines

### *Other Benefits*

- Discretionary benefits as per the employer's personnel policy or equivalent, may include:
  - o medical insurance plans
  - o dental insurance plans
  - o life insurance
  - o private pension plans or registered retirement savings plans
- Discretionary benefits must be offered to all staff under the employer's personnel policy or equivalent, not solely to those staff members working on the project requesting CIC funding.
- Typically not all employees will take full advantage of all these benefits (e.g., some employees might decline one or more health-care benefits if they are covered under a spousal plan). The budget submission should reflect an amount that corresponds to the rate of uptake. CIC is not mandated to contribute 100% of these benefits.

### *Not Eligible*

- Pay in lieu of benefits;
- Employee benefits not administered by a third party;
- Severance pay (except if legislated mandatory employer cost);
- Long-term disability (CIC can require that the recipient specify what is meant by "short term" in their HR policy. Where there is no provision for this in the HR policy, CIC defines long-term as greater than eight weeks);
- Any form of remuneration for board of directors, such as directors' fees, volunteer board members or other governing bodies;
- Payroll penalties (as assessed by the Canada Revenue Agency or other bodies);
- Staff bonuses;
- Salary costs related to union activities;
- Paid lunch breaks (except if legislated mandatory employer costs);
- Retroactive salary adjustments and signing bonuses resulting from collective agreement bargaining (unless within funding period);
- Claims for sick days that employees have accumulated, but not used, are not eligible (i.e., payout of unused sick leave is not an eligible expense);
- Extra costs resulting from paid leave;
- Costs associated with staff retention and recognition;
- Maternity or parental leave, except if required by legislation.



# Funding Guidelines

## Travel, Accommodation and Related Costs

- Employees and volunteers can claim for travel that is directly related to delivery of the project, including travel for professional development, workshops, conferences and training.
- Travel must be considered necessary and reasonable to accomplish the objectives of the project as determined by the Department.
- Travel should be by the least costly method considering time and expense—mileage, taxi, rental, airfare, etc.
- Travel is restricted to economy class and alternatives to travel must be considered first.
- Eligible costs include transportation, meals, incidentals and accommodation during travel status, specifically related to the delivery of the projects.
- CIC will fund the lesser of:
  - the rate outlined in the recipient's internal travel policy; **or**
  - the rate outlined in the [National Joint Council Travel Directive](#) (meals and incidentals up to the allowances set out in the Directive). Note that mileage rates include GST/HST. Recipients may separate out GST/HST costs if they wish to claim it separately.

### *Not Eligible*

- International travel
- Travel costs for executive or board meetings
- Employee travel from home to work

## Project Related Materials

- Development of materials and tools, which are pertinent, reasonable and essential to accomplish the objectives of the project.

## Conferences and Workshops

- Costs related to the organization of conferences and workshops, such as logistics and venue; costs for attendees to travel to workshops and conferences are to be identified as travel costs;
- Honoraria payable to speakers at conferences and workshops;
- Food and beverage, for workshop participants only, should always be the minimum necessary to accomplish the objective. The most common forms include:
  - meals (food and non-alcoholic beverages offered as breakfast, lunch and/or dinner);
  - refreshments (snacks and/or non-alcoholic beverages served between meals) and as part of meetings, reception, workshops and conferences.



## Funding Guidelines

- Food and beverages should be the lesser of:
  - the recipient's policy on food and beverages; or
  - the [Treasury Board Secretariat Policy on Travel, Hospitality, Conference and Event Expenditures](#).

### *Not Eligible*

- Purchase of alcoholic beverages or illegal substances
- Food and beverage for staff functions and events
- Employee food (breakfast, snack, lunch, etc.)
- Food and beverage for meetings with public servants

### **Publicity**

- Includes costs related to publicity, purchase of promotional items and advertising that is pertinent, reasonable and essential to accomplish the objectives of the project.

### **Professional and Consultant Fees**

- Direct projects costs such as translators and interpreters from one official language to another, subject matter experts and third-party evaluators.

### *Not Eligible*

- Professionals and consultants are not employees. Therefore, MERCs or mandatory salary-related costs and other benefits do not apply.
- Computer maintenance plan costs are not professional fees but rather are included as an administrative cost.

### **Copyright Fees**

- Fees related to approval of duplication/printing of copyrighted materials

### **Child Care**

- Child care costs directly related to a project activity

# Funding Guidelines

## **Overhead Costs (i.e., Other Non-Salary Project Delivery Costs)**

- Other incremental costs directly related to project activities/delivery, excluding all costs in the “Negotiated Administrative Rate”.
- Includes:
  - o material incremental costs;
  - o rental of office space, utilities and equipment associated with project delivery provided the office space and equipment are not normally used in an organization’s daily operations;
  - o membership/association fees associated with program delivery;
    - support for the maintenance of individual worker’s credentials are not eligible;
  - o volunteer recognition awards (e.g., plaque) for CIC-funded programs—gift cards are not eligible;
  - o security costs directly related to the delivery of a specific activity rather than the project as a whole;
  - o evaluation.

### *Not Eligible*

- Rental of office space, utilities and equipment normally used in the conduct of daily operations

## **Insurance for Public Events**

- Specific insurance costs (note that public events funded by CIC are to be covered by the appropriate insurance)

## **Eligible GST/HST**

- Where recipient is eligible for a tax rebate or an input tax credit, CIC will fund up to 100% of the taxes paid on purchases less the tax rebate entitlements.
- When preparing the budget form, the amount to be funded by CIC should be estimated and included as a lump sum on the “HST/GST or other government taxes” line, if applicable, for both program delivery and capital cost categories. The amounts estimated on the individual line items will be the invoice amount net of the taxes.

### *Not Eligible*

- Penalties associated with government tax assessments/audits.

# Funding Guidelines

See below for Canadian GST/PST eligible rates.

Eligible GST/HST by Province to be Claimed by an Applicant																											
Public Service Bodies		Ontario										Quebec				New Brunswick			Nova Scotia			Newfoundland & Labrador			Prince Edward Island		
		GST or Federal Part of HST (5%) <sup>1</sup>		Provincial Part of HST (8%)			TOTAL C/IC Eligible	QST (9.975%) <sup>2</sup>		TOTAL C/IC Eligible	Provincial Part of HST (8%)		TOTAL C/IC Eligible	Provincial Part of HST (10%)		TOTAL C/IC Eligible	Provincial Part of HST (8%)		TOTAL C/IC Eligible	Provincial Part of HST (9%)		TOTAL C/IC Eligible					
		CRA	C/IC Eligible	CRA	C/IC	C/IC		RQ	C/IC		CRA	C/IC		CRA	C/IC		CRA	C/IC		CRA	C/IC		CRA	C/IC			
		CRA	C/IC Eligible	CRA	C/IC	C/IC	RQ	C/IC	CRA	C/IC	CRA	C/IC	CRA	C/IC	CRA	C/IC	CRA	C/IC	CRA	C/IC							
Municipality	100%	0%	78%	22%	13.54%	0%	100%	66.61%	57.14%	43%	26.38%	57.14%	42.86%	28.57%	0%	100%	61.54%	0%	100%	64.29%							
University	67%	33%	78%	22%	26.23%	47%	53%	46.32%	0%	100%	74.23%	67%	33.00%	33.00%	0%	100%	74.23%	0%	100%	76.07%							
School Authority	68%	32%	93%	7%	16.67%	47%	53%	45.99%	0%	100%	73.85%	68%	32.00%	32.00%	0%	100%	73.85%	0%	100%	75.71%							
Public College	67%	33%	78%	22%	26.23%	47%	53%	46.32%	0%	100%	74.23%	67%	33.00%	33.00%	0%	100%	74.23%	0%	100%	76.07%							
Hospital Authority	83%	17%	87%	13%	14.54%	51.5%	48.5%	37.98%	0%	100%	68.08%	83%	17.00%	17.00%	0%	100%	68.08%	0%	100%	70.36%							
Charity	50%	50%	82%	18%	30.31%	50%	50%	50.00%	50%	50%	50.00%	50%	50.00%	50.00%	50%	50%	50.00%	35%	65%	59.64%							
Non-profit Org.	50%	50%	82%	18%	30.31%	50%	50%	50.00%	50%	50%	50.00%	50%	50.00%	50.00%	50%	50%	50.00%	35%	65%	59.64%							

## Notes:

1. For provinces where HST/PST does not apply (AB, SK, MB, NWT, NU, YK, BC), the CIC eligible amount is applied on the GST only. Any eligible PST amount should be claimed under the line item for which the expense is incurred (e.g., if a computer was purchased for \$1,000 and the recipient is a NPO, you would record the net price + the PST on the "Capital" line item and \$25 on the "Eligible GST/HST" line item).

2. QST is now applied on the total selling price not including GST. However, the total taxes payable remain the same overall and therefore the QST rate has been increased to 9.975%.

## Negotiated Administrative Rate

- The Department is using a flat rate for administration-related expenses. The flat rate constitutes a percentage (generally not exceeding 15%) of CIC's total contribution for program delivery expenses.
- When preparing your budget submission, you must make sure that no cost associated with administration is included under the program delivery cost category and vice-versa.
- Administrative costs are presented as a single line item on the budget and will normally be exempt from detailed review and audit as the CA is managed and monitored. Additional details regarding the determination of the percentage will be requested during negotiations for successful applicants.
- The flat rate will be applied against the total eligible program delivery costs for each claim submitted over the life cycle of the agreement (i.e., the maximum amount of administrative expenses claimable are directly related to the amount of program delivery expenses incurred in any given period).
- The following costs can be considered administrative in nature if they are not part of core program expenditures (i.e., incremental and/or expenses not normally used in an organization's daily operations):
  - personnel costs associated with corporate functions related to the project (e.g., executive director's office, finance, HR, corporate administrative assistant, etc.);
  - rent and utility as well as other facility charges associated with the corporate functions related to the project;
  - telephone, facsimile, Internet or other communications costs that are administrative in nature or normally centralized (e.g., communications costs for scheduling appointments, responding to enquiries, Internet and phones at an employee's desk who delivers services);
  - all postage;
  - printing and photocopying, except for delivery assistance tools and materials;

# Funding Guidelines

- o photocopier lease (if not considered capital);
  - o bank charges;
  - o payroll charges;
  - o all office supplies;
  - o travel, accommodation and other costs related to the administration of the CA for corporate personnel;
  - o financial statement audit costs;
  - o standard insurance costs (e.g., property and board of directors liability);
  - o payroll charges (if outsourced);
  - o staff recruitment, including, but not limited to security/police checks, costs related to posting advertisements, etc.;
  - o general software upgrades and purchases and/or licenses (e.g., MS Office products, Windows, etc.);
  - o consultants used to evaluate the feasibility, creation or modification of/to existing infrastructure (e.g., accessibility (ramps, elevators, etc.), information systems (accounting, databases, etc.), health and safety (HVAC, etc.) servers, etc.); and
  - o legal fees.
- In certain situations, the costs can be split between administrative and program delivery. Exceptions to the strictly administrative costs listed above include the:
    - o executive director's salary if that person contributes directly to the project (e.g., delivers a language class);
    - o communications costs if they are used exclusively for program delivery (e.g., teleconference line to conduct focus groups for indirect services);
    - o incremental insurance (e.g., additional insurance beyond the organization's basic coverage such as insurance needed for transportation of clients to attend services, etc.);
    - o software specifically for direct delivery (e.g., a language program installed on computer lab computers used solely by clients).



## Funding Guidelines

### Other Ineligible Costs

The following are other costs that are ineligible. Note that CIC reserves the right to identify other ineligible expenses on a case-by-case basis:

- activities/costs already paid for by other partner(s) and/or funder(s);
- activities/costs undertaken/incurred before the signing of a CA;
- annual general meetings or regular executive board meetings of an organization or association, including related travel;
- any type of fees for board of directors, such as directors fees, volunteer board members or other governing bodies;
- capital expenditures;
- compliance audits;
- contingency/miscellaneous fees;
- core program expenses, including those incurred by the organization in its normal or daily conduct of business (e.g., rent);
- costs related to validation of clients' professional credentials;
- depreciation/amortization of capital assets;
- in-kind expenses;
- ongoing production or development of newsletters, websites, newspapers, magazines, journals, or radio and television broadcasts;
- profit-making activities;
- provision of certain direct, one-to-one services (e.g., individual counselling and paid internships);
- eligible costs that exceed the Government of Canada's Travel and Hospitality Directive;
- start-up and operational costs for organizations (i.e., capacity building costs);
- capital expenditures;
- cash payments to eligible client;
- core program expenses, including those incurred by the organization in its normal or daily conduct of business (e.g., rent);
- training and professional development relevant to the CIC-funded activities.

# Funding Guidelines

## Annex K: Inter-Action Program—Sample Budget

Program Delivery Line Item	Description	Year 1 Fiscal Year Value	CIC Funded	Other Resources Cash	Other Resources In-Kind
Salaries, wages and benefits	1 Program coordinator	\$11,250	\$10,000	\$1,250	0
Travel, accommodation and related costs	1 return flight to second project location for project coordinator (1 per year)	\$1,000	\$800	\$200	0
Project related materials	Tool kits for participants (100 tool kits @ \$7/kit)	\$7,000	\$7,000	0	0
Conferences and workshops	Rental and logistics of venue	\$1,440	\$1,000	0	\$440
Publicity	Advertising for workshop	\$1,000	\$1,000	0	
Professional and consultant fees	Final project evaluation	\$1,000	\$700	\$300	0
		\$560			
Eligible GST/HST	Total	\$23,250			
<b>Administrative</b>					
Negotiated Administrative Rate	10% (photocopying, office supplies, telephone, fax, Internet)	\$2,325			
	Fiscal Year Value				
	Total	\$25,575			
Revenues from other sources (Cash)		\$1,750			
Revenues from other sources (In-Kind)		\$440			
Total		\$2,190			

Please note that the budget template available in the online system will look different from this sample. This sample budget is being provided to illustrate the level of details CIC requires in your application.